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# Costing Center Summary

---

Costing Center: CITY MANAGER

**Previous Costing Center:** CITY MANAGER

**Budget Year:** 2017

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 6270

**Department:** CITY MANAGER

**Approved:** No

**Stage:** Council Review

**Manager:** Scott Hildebrand 729-2204

---

## Description:

This cost center is for the operation of the City Manager's Office.

## Comments:

Other costs are for attendance at the Canadian Association of Municipal Administrators, the International City Managers Conference and Manitoba Municipal Administrators Association meetings, as well as any authorized Association of Manitoba Municipalities meetings.

## Outlook:

Expenses for this department are quite consistent from year to year, the main variable being conferences and travel costs.

# Costing Center Summary

Costing Center: CITY MANAGER

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Benefits				
51010    MISC EMPLOYEE ALLOWANCE	9,000	9,000	9,000	9,000
Benefits Total	9,000	9,000	9,000	9,000
Contract Services				
52069    PRINTING COSTS	300	495	600	600
Contract Services Total	300	495	600	600
Grants and Contributions				
55167    PUBLIC RELATIONS	600	462	600	600
Grants and Contributions Total	600	462	600	600
Materials and Supplies				
54099    PARTS AND MATERIALS	1,700	1,700	1,500	1,500
Materials and Supplies Total	1,700	1,700	1,500	1,500
Other				
51141    TRAINING & DEVELOPMENT COSTS	1,500	0	1,500	1,500
59048    LUNCHEONS	2,500	2,000	2,500	2,500
59059    MEMBERSHIP	1,065	1,038	1,075	1,090
59098    SUBSCRIPTIONS	215	215	225	225
59138    BUSINESS TRAVEL	3,400	2,300	3,400	3,400
59139    CONFERENCE COSTS	5,935	3,350	7,525	8,700
Other Total	14,615	8,903	16,225	17,415
Salaries and Wages				
51083    REGULAR SALARIES	314,296	314,296	322,826	266,981
51084    OVERTIME SALARIES	0	273	500	500
Salaries and Wages Total	314,296	314,569	323,326	267,481
Utilities				
53130    TELEPHONE	1,665	2,165	1,338	1,338
Utilities Total	1,665	2,165	1,338	1,338
	<b>342,176</b>	<b>337,294</b>	<b>352,589</b>	<b>297,934</b>
<b>Net Total</b>	<b>(342,176)</b>	<b>(337,294)</b>	<b>(352,589)</b>	<b>(297,934)</b>

# Costing Center Summary

---

Costing Center: CORPORATE COMMUNICATIONS

**Previous Costing Center:** CORPORATE  
COMMUNICATIONS

**Budget Year:** 2017

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 2089

**Department:** CITY MANAGER

**Approved:** No

**Stage:** Council Review

**Manager:** Scott Hildebrand 729-2204

---

## Description:

This cost center is to cover the salary and general operating expenses for the Director of Communications.

## Comments:

The Director of Communications is responsible for the planning, development, implementation & coordination of all internal/external communication and public relations strategies and activities for the City of Brandon. 2016 includes an increase in conference costs for the Director to attend the Canadian Public Relations Society national conference in Toronto. Attending the conference will provide the Director with the opportunity to learn best-practices, consider new public relations, marketing and public engagement strategies, and network with other municipal/public sector public relations professionals from across Canada.

The 2017 budget includes funding for a three month summer student to assist with the development of a comprehensive corporate communications strategy.

## Outlook:

The Director of Communications will continue to work with City Administration to develop and deliver strategic messages for the City organization, including news releases and promotional publications, newsletters, budget communications, social media marketing and, if the need arises, emergency public information during an emergency response.

# Costing Center Summary

Costing Center: CORPORATE COMMUNICATIONS

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52069    PRINTING COSTS	300	100	100	100
Contract Services Total	300	100	100	100
Materials and Supplies				
54099    PARTS AND MATERIALS	200	0	0	0
Materials and Supplies Total	200	0	0	0
Other				
51141    TRAINING & DEVELOPMENT COSTS	250	250	250	250
59003    ADVERTISING	4,000	2,500	3,000	3,000
59048    LUNCHEONS	400	200	200	200
59059    MEMBERSHIP	350	380	350	350
59098    SUBSCRIPTIONS	0	153	250	250
59138    BUSINESS TRAVEL		0	0	0
59139    CONFERENCE COSTS	3,000	3,138	3,000	3,000
Other Total	8,000	6,621	7,050	7,050
Salaries and Wages				
51083    REGULAR SALARIES	90,627	90,627	91,931	92,506
Salaries and Wages Total	90,627	90,627	91,931	92,506
Utilities				
53130    TELEPHONE	915	1,415	800	800
Utilities Total	915	1,415	800	800
	<b>100,042</b>	<b>98,763</b>	<b>99,881</b>	<b>100,456</b>
<b>Net Total</b>	<b>(100,042)</b>	<b>(98,763)</b>	<b>(99,881)</b>	<b>(100,456)</b>

# Costing Center Summary

---

Costing Center: CLERKS OPERATIONS

**Previous Costing Center:** CLERKS OPERATIONS

**Budget Year:** 2017

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 2090

**Department:** CLERKS

**Approved:** No

**Stage:** Council Review

**Manager:** Heather Ewasuik 729-2206

---

## Description:

This cost center is for the costs associated with the City Clerk's department.

## Comments:

The City Clerk's Office provides the advisory and administrative support required by the legislative and administrative functions of City Council and its various standing or special committees. It is also responsible for the preparation of by-laws in consultation with the various City Departments. The major portion of the expenditures assigned to this cost centre is for staff salaries and related benefits.

Revenue is obtained from the set-up and rental of the Civic Administration Building and the recouping of administration and security costs from outside agencies and organizations who utilize the building on weekends or after hours. Fees are also charged for the provision of Commissioner of Oaths signatures, and certified true copies.

## Outlook:



# Costing Center Summary

Costing Center: CLERKS OPERATIONS

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Other Income				
42999 REVENUE	4,100	3,200	3,400	3,400
Other Income Total	4,100	3,200	3,400	3,400
	<b>4,100</b>	<b>3,200</b>	<b>3,400</b>	<b>3,400</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS		0	0	0
52069 PRINTING COSTS	325	860	640	640
52755 CLEANING CONTRACT	350	350	350	350
52759 SECURITY	1,200	350	600	600
Contract Services Total	1,875	1,560	1,590	1,590
Equipment Purchases				
54410 EQUIPMENT PURCHASES	1,000	965	0	500
Equipment Purchases Total	1,000	965	0	500
Materials and Supplies				
54099 PARTS AND MATERIALS	1,920	2,375	2,200	2,200
Materials and Supplies Total	1,920	2,375	2,200	2,200
Other				
51141 TRAINING & DEVELOPMENT COSTS	6,500	6,675	6,250	4,450
59003 ADVERTISING		0	0	0
59048 LUNCHEONS	300	150	280	280
59059 MEMBERSHIP	1,575	1,440	1,405	1,400
59098 SUBSCRIPTIONS	750	200	365	220
59138 BUSINESS TRAVEL	500	500	500	500
59139 CONFERENCE COSTS	3,400	3,800	5,800	5,790
Other Total	13,025	12,765	14,600	12,640
Salaries and Wages				
51083 REGULAR SALARIES	343,885	346,700	343,945	348,195
51084 OVERTIME SALARIES	6,000	7,200	7,200	7,500
51231 INTERNAL SALARIES		117	0	0
Salaries and Wages Total	349,885	354,017	351,145	355,695
Utilities				
53130 TELEPHONE	2,410	2,055	2,030	2,030
Utilities Total	2,410	2,055	2,030	2,030
	<b>370,115</b>	<b>373,737</b>	<b>371,565</b>	<b>374,655</b>
<b>Net Total</b>	<b>(366,015)</b>	<b>(370,537)</b>	<b>(368,165)</b>	<b>(371,255)</b>

# Costing Center Summary

---

Costing Center: COUNCIL

**Previous Costing Center:** COUNCIL

**Budget Year:** 2017

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 2431

**Department:** CLERKS

**Approved:** No

**Stage:** Council Review

**Manager:** Heather Ewasuik 729-2206

---

## Description:

This costing center provides for the remuneration, indemnity, and expenses of the Mayor and City Council as provided for in By-law No. 6830, under the authority of The Municipal Act. Funds are required for the administrative support services and other expenses incurred by and for elected officials in the performance of their civic duties.

## Comments:

Council expenses and indemnities are increased annually by a percentage equal to the increase in the Consumer Price Index (CPI) for Manitoba which has been estimated at 2% for 2017 and 2018.

Starting in 2017 this account will include the City's membership in the Federation of Canadian Municipalities, Association of Manitoba Municipalities, Brandon Chamber of Commerce, and the Manitoba Good Roads Association.

The promotion and goodwill of the City of Brandon through sponsorship, gifts, promotions, special luncheons, etc. is also included.

## Outlook:

Council expenses and indemnities will continue to be adjusted in relation to the change in CPI for Manitoba. Travel expenses for FCM and AMM conferences vary from year to year as the location changes.

# Costing Center Summary

Costing Center: COUNCIL

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Other Income				
42999 REVENUE	0	0	0	0
Other Income Total	0	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>				
Benefits				
51010 MISC EMPLOYEE ALLOWANCE	4,200	4,200	4,200	4,200
51159 MAX COUNCIL PER DIEM	1,975	1,600	1,992	2,030
51163 MAX TAXABLE PER DIEM	3,950	3,200	3,985	4,065
51187 RRSP CONTRIBUTION	3,500	2,810	3,500	3,525
Benefits Total	13,625	11,810	13,677	13,820
Contract Services				
52020 PROFESSIONAL FEES	100	150	150	150
52028 GENERAL INSURANCE	456	456	459	468
52079 BUILDING RENTAL		122	0	0
52759 SECURITY	2,100	2,100	2,150	2,200
Contract Services Total	2,656	2,828	2,759	2,818
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	540	0	0
Equipment Purchases Total	0	540	0	0
Grants and Contributions				
55050 GIFT-IN-KIND		0	0	0
55167 PUBLIC RELATIONS	12,150	10,000	12,350	10,350
55293 FRIENDS OF BRANDON ASSOCIATION	500	275	0	0
55462 ECKHARDT-GRAMATTE	1,000	1,000	1,000	1,000
Grants and Contributions Total	13,650	11,275	13,350	11,350
Materials and Supplies				
54099 PARTS AND MATERIALS	3,180	3,180	3,230	3,700
Materials and Supplies Total	3,180	3,180	3,230	3,700
Other				
51141 TRAINING & DEVELOPMENT COSTS	200	125	200	200
59003 ADVERTISING	2,100	2,600	2,720	2,770
59048 LUNCHEONS	5,000	8,000	6,500	6,500
59059 MEMBERSHIP	100	280	0	0
59098 SUBSCRIPTIONS	100	125	100	1,750
59138 BUSINESS TRAVEL	3,750	2,500	2,750	2,750
59139 CONFERENCE COSTS	10,350	13,850	12,160	12,900
59158 MAX COUNCIL EXPENSES	3,950	3,000	3,975	4,055
59164 FED OF CANADIAN MUNICIPALITIES	0	0	7,110	7,320
59183 GOOD ROADS MEMBERSHIP	0	0	200	200

# Costing Center Summary

<i>Costing Center: COUNCIL</i>					
59196	ASSOCIATION OF MB MUNICIPALITI	0	0	4,285	4,370
59197	BDN CHAMBER OF COMMERCE	0	0	1,225	1,250
59901	COUNCIL RETREATS	0	0	1,000	0
Other Total		25,550	30,480	42,225	44,065
Salaries and Wages					
51026	INDEMNITY & HONORARIUM	93,471	88,300	93,145	93,145
51083	REGULAR SALARIES	276,941	267,745	282,389	282,389
51084	OVERTIME SALARIES	500	500	500	500
51126	TAXABLE HONORARIUM	6,200	3,000	5,300	5,200
Salaries and Wages Total		377,112	359,545	381,334	381,234
Transfers to/from Internal Accounts					
59997	TRANSFER FR RESERVES	0	0	0	0
Transfers to/from Internal Accounts Total		0	0	0	0
Utilities					
53130	TELEPHONE	1,480	1,100	1,228	1,228
Utilities Total		1,480	1,100	1,228	1,228
		<b>437,254</b>	<b>420,759</b>	<b>457,803</b>	<b>458,215</b>
<b>Net Total</b>		<b>(437,254)</b>	<b>(420,759)</b>	<b>(457,803)</b>	<b>(458,215)</b>

# Costing Center Summary

---

Costing Center: *ELECTION COSTS*

**Previous Costing Center:** ELECTION COSTS

**Budget Year:** 2017

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 2456

**Department:** CLERKS

**Approved:** No

**Stage:** Council Review

**Manager:** Heather Ewasuik 729-2206

---

## Description:

This cost center reflects the costs associated with the Municipal elections which occur every four years.

## Comments:

The next general civic election will be held in October of 2018. The monies to fund this event will come from the Election Reserve and include provisions for advertising, printing of ballots, building rental, and election staff.

Budget allocations in this non-election year are based on revisions of the Voters List and reserve fund allocations.

## Outlook:

Electronic Vote Counting machines will be utilized once again in 2018 and funds have been allocated for the lease of same. It is anticipated that the General Election will be held in conjunction with the Brandon School Board Election, whereby a portion of the costs of holding the election (approx. 30%) will be recovered from the Brandon School Division.

# Costing Center Summary

Costing Center: ELECTION COSTS

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52069 PRINTING COSTS		195	0	0
52079 BUILDING RENTAL		0	0	0
52759 SECURITY		695	0	0
Contract Services Total		890	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS		0	0	0
Materials and Supplies Total		0	0	0
Other				
59003 ADVERTISING	200	1,535	200	200
Other Total	200	1,535	200	200
Reserve Appropriation				
58543 ELECTIONS B/L 5760		0	20,000	20,000
Reserve Appropriation Total		0	20,000	20,000
Salaries and Wages				
51026 INDEMNITY & HONORARIUM		3,000	0	0
51083 REGULAR SALARIES		3,787	0	0
51084 OVERTIME SALARIES		410	0	0
Salaries and Wages Total		7,197	0	0
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES		(9,422)	0	0
Transfers to/from Internal Accounts Total		(9,422)	0	0
	<b>200</b>	<b>200</b>	<b>20,200</b>	<b>20,200</b>
<b>Net Total</b>	<b>(200)</b>	<b>(200)</b>	<b>(20,200)</b>	<b>(20,200)</b>

# Costing Center Summary

---

*Costing Center: GRANTS REVIEW*

**Previous Costing Center:** GRANTS REVIEW

**Budget Year:** 2017

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 2436

**Department:** CLERKS

**Approved:** No

**Stage:** Council Review

**Manager:** Heather Ewasuik 729-2206

---

## Description:

This cost center reflects the grants paid by the City to various organizations and/or service groups as recommended by the Grants Review Committee or pursuant to a decision of City Council.

## Comments:

Organizations requesting grants through the Grants Review Committee must meet the following criteria:

- 1) Be a nonprofit organization;
- 2) Clearly demonstrate that the organization is fulfilling a need in the community which is in line with the City's mandate to provide social support and recreational, cultural, and youth services;
- 3) Include fund-raising efforts as an important part of the organizations financial efforts;
- 4) Clearly demonstrate a financial need for the funds requested.

The Grants Review Committee meets in the Fall of each year to review applications and provide a recommendation to City Council on the grants to be provided in the following year.

## Outlook:

# Costing Center Summary

Costing Center: GRANTS REVIEW

		2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>					
Grants and Contributions					
55024	OTHER GRANTS	457,330	457,330	507,330	0
55405	COMMUNITY CENTRE ASSISTANCE	49,395	49,395	149,395	49,395
55449	CULTURAL/PERFORMANCE GRANTS	37,550	36,550	40,750	40,750
55451	SERVICE ORGANIZATIONS GRANTS	85,400	85,400	114,050	114,050
55464	MUSEUMS	95,000	95,000	105,000	105,000
Grants and Contributions Total		724,675	723,675	916,525	309,195
Transfers to/from Internal Accounts					
59997	TRANSFER FR RESERVES	(372,330)	(372,330)	(472,330)	0
Transfers to/from Internal Accounts Total		(372,330)	(372,330)	(472,330)	0
		<b>352,345</b>	<b>351,345</b>	<b>444,195</b>	<b>309,195</b>
<b>Net Total</b>					
		<b>(352,345)</b>	<b>(351,345)</b>	<b>(444,195)</b>	<b>(309,195)</b>



# Costing Center Summary

---

Costing Center: *PROPERTY ASSESSMENT*

**Previous Costing Center:** PROPERTY  
ASSESSMENT

**Budget Year:** 2017

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 0037

**Department:** CLERKS

**Approved:** No

**Stage:** Council Review

**Manager:** Heather Ewasuik 729-2206

---

## Description:

This costing centre includes the costs levied by the Province of Manitoba for providing assessment services to the City of Brandon. Provisions are also included for the consideration of assessment appeals through the Board of Revision.

## Comments:

A 3% increase over the 2016 actual costs for assessment services is estimated for 2017 to cover general increases in the cost allocation along with estimated growth in the assessment base.

Application filing fees for assessment appeals are consistent with those charged by The Municipal Board. Assessment Appeal filing fees are non-refundable (including withdrawals) except in the case where an appeal is successful, or an owner-assessor agreement is reached.

Costs incurred by the Board of Revision include remuneration of board members as determined by By-law No. 7004, legislated advertising costs and general expenses incurred in conducting the appeal process.

Property reassessments take place every two years. As 2018 will be a re-assessment year, it is anticipated that the number of applications for revision and related costs to conduct Board Hearings in 2017 will increase over 2016.

## Outlook:

# Costing Center Summary

Costing Center: PROPERTY ASSESSMENT

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Other Income				
42999    REVENUE	2,500	250	4,500	2,500
Other Income Total	2,500	250	4,500	2,500
	<b>2,500</b>	<b>250</b>	<b>4,500</b>	<b>2,500</b>
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	745,000	733,882	741,221	748,635
52421    BOARD OF REVISION	3,600	3,320	6,515	3,795
Contract Services Total	748,600	737,202	747,736	752,430
Salaries and Wages				
51083    REGULAR SALARIES	0	0	0	0
Salaries and Wages Total	0	0	0	0
	<b>748,600</b>	<b>737,202</b>	<b>747,736</b>	<b>752,430</b>
<b>Net Total</b>	<b>746,100</b>	<b>(736,952)</b>	<b>(743,236)</b>	<b>(749,930)</b>

# Costing Center Summary

---

*Costing Center: RECORDS SERVICES*

**Previous Costing Center:** RECORDS SERVICES

**Budget Year:** 2017

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 0011

**Department:** RECORDS

**Approved:** No

**Stage:** Council Review

**Manager:** Heather Ewasuik 729-2206

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## Description:

This costing center covers the operating costs for the Active and Inactive Records Center which includes the administration of the corporate electronic and archival records, and access and privacy provisions in accordance with legislative requirements.

## Comments:

Funding has been included for upgrading skills and knowledge of staff members and for costs incurred in relation to Access and Privacy legislation. Postage requirements and mail pick-up/delivery for the City-at-large are also budgeted in this costing center.  
A postage rate increase is expected for 2017.

## Outlook:

# Costing Center Summary

Costing Center: RECORDS SERVICES

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS		0	0	0
52054 MAINT OF EQUIP EXT	675	700	705	715
52069 PRINTING COSTS	0	0	50	50
52081 EXTERNAL EQUIPMENT RENTAL	1,925	1,600	1,925	1,950
52252 DELIVERY - IN CITY	9,200	10,400	10,520	10,710
Contract Services Total	11,800	12,700	13,200	13,425
Equipment Purchases				
54410 EQUIPMENT PURCHASES	750	0	1,200	500
Equipment Purchases Total	750	0	1,200	500
Materials and Supplies				
54068 POSTAGE	47,070	45,250	47,740	48,880
54099 PARTS AND MATERIALS	1,800	1,200	1,500	1,500
Materials and Supplies Total	48,870	46,450	49,240	50,380
Other				
51141 TRAINING & DEVELOPMENT COSTS	1,700	2,785	2,690	1,795
59059 MEMBERSHIP	1,380	1,335	1,310	1,330
59138 BUSINESS TRAVEL	300	300	300	300
59139 CONFERENCE COSTS	2,500	2,900	2,500	2,300
Other Total	5,880	7,320	6,800	5,725
Salaries and Wages				
51083 REGULAR SALARIES	253,161	249,901	258,759	260,061
51084 OVERTIME SALARIES	100	50	100	100
Salaries and Wages Total	253,261	249,951	258,859	260,161
Utilities				
53130 TELEPHONE	855	855	855	855
Utilities Total	855	855	855	855
	<b>321,416</b>	<b>317,276</b>	<b>330,154</b>	<b>331,046</b>
<b>Net Total</b>	<b>(321,416)</b>	<b>(317,276)</b>	<b>(330,154)</b>	<b>(331,046)</b>

# Costing Center Summary

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Costing Center: AFFORDABLE HOUSING GRANTS

**Previous Costing Center:** AFFORDABLE HOUSING GRANTS

**Budget Year:** 2017

**Division:** REGIONAL PLANNING & DEVELOPMENT

**Accounting Reference:** 2490

**Department:** ECONOMIC DEVELOPMENT - Housing

**Approved:** No

**Stage:** Council Review

**Manager:** Sandy Trudel 729-2131

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## Description:

This cost center centralizes the tracking of affordable housing grants that the City of Brandon provides to various organizations, housing developers and residents as part of the overall strategy to increase the availability of affordable housing in Brandon.

## Comments:

The following property tax offsetting grants are included in this budget:

Western Manitoba Seniors Housing Co-op (WMSHC) at 620 McDiarmid Drive;  
Canadian Mental Health project at 1202 Rosser Avenue;  
Canadian Mental Health project at 22 - 11th Street; and  
Youth For Christ project at 139-5th Street.

Also contained within the budget is the applicable portion of the approved capital grant to WMSHC for 2105 Brandon Avenue and funds for the purchase of up to 6 shares in the 2105 Brandon Avenue Coop for rent geared to income suites, which will be funded through a transfer from the Affordable Housing Reserve.

## Outlook:

Demand for affordable housing in Brandon remains high. With a slight softening in the Brandon rental market, more private developers are once again considering developing affordable housing. These factors coupled with the updated affordable housing incentive program, it is anticipated that affordable housing grants will increase over time.

# Costing Center Summary

Costing Center: AFFORDABLE HOUSING GRANTS

		2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>					
Grants and Contributions					
55024	OTHER GRANTS	0	0	519,000	0
55446	CANADIAN MENTAL HEALTH	21,342	68,259	25,771	25,149
55455	HABITAT FOR HUMANITY		0	0	0
55463	MB SENIORS HOUSING CO-OP	16,142	12,737	295,310	45,319
55482	YOUTH FOR CHRIST	3,121	3,077	3,154	3,232
Grants and Contributions Total		40,605	84,073	843,235	73,700
Transfers to/from Internal Accounts					
59997	TRANSFER FR RESERVES	0	(47,219)	(798,000)	(5,000)
Transfers to/from Internal Accounts Total		0	(47,219)	(798,000)	(5,000)
		<b>40,605</b>	<b>36,854</b>	<b>45,235</b>	<b>68,700</b>
<b>Net Total</b>		<b>(40,605)</b>	<b>(36,854)</b>	<b>(45,235)</b>	<b>(68,700)</b>

# Costing Center Summary

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Costing Center: *ECONOMIC DEVELOPMENT*

**Previous Costing Center:** ECONOMIC  
DEVELOPMENT

**Division:** RESOURCE  
CONSERVATION &  
DEVELOPMENT

**Department:** ECONOMIC  
DEVELOPMENT

**Stage:** Council Review

**Budget Year:** 2017

**Accounting Reference:** 0202

**Approved:** No

**Manager:** Sandy Trudel 729-2131

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## Description:

This cost center captures costs associated with the Economic Development Department which includes 3 full time staff.

## Comments:

The Economic Development Brandon (EDB) office is responsible for strengthening and developing the Brandon economy by initiating and facilitating proactive economic development strategies and promoting Brandon as an excellent place to live, work, invest and do business. The office works to create a positive environment within which businesses can flourish and expand, and which is conducive to attracting new business to the community. In addition to the core functions listed above, the Economic Development office oversees the City of Brandon's affordable housing portfolio, oversees the Brandon Tourism service delivery contract and is the lead on immigration initiatives.

## Outlook:

# Costing Center Summary

Costing Center: ECONOMIC DEVELOPMENT

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	0	0	0	0
Conditional Government Transfers Total	0	0	0	0
Other Income				
42988 MISCELLANEOUS REVENUE	0	7,732	1,000	1,000
Other Income Total	0	7,732	1,000	1,000
	<b>0</b>	<b>7,732</b>	<b>1,000</b>	<b>1,000</b>
<b>Expenditures</b>				
Contract Services				
52028 GENERAL INSURANCE	46	46	45	46
52057 SPEC PROG CONTRACTS		4,000	0	0
52058 SPEC PROG CONSULTING		5,213	0	0
52059 SPEC PROG PRINTING		485	0	0
52061 SPEC PROG FACILITATOR EXPENSE		2,127	0	0
52062 SPEC PROG ROOM RENTAL EXPENSE		254	0	0
52069 PRINTING COSTS	12,500	10,752	10,000	9,500
Contract Services Total	12,546	22,877	10,045	9,546
Materials and Supplies				
54022 SPEC PROG PARTS & MATERIALS		479	0	0
54099 PARTS AND MATERIALS	3,000	2,175	3,000	3,000
Materials and Supplies Total	3,000	2,654	3,000	3,000
Other				
51141 TRAINING & DEVELOPMENT COSTS	3,940	3,568	3,940	3,940
59003 ADVERTISING	23,000	23,056	25,500	25,500
59025 SPEC PROG ADVERTISING		39,235	0	0
59026 SPEC PROG CONFERENCES		594	0	0
59027 SPEC PROG LUNCHEONS		2,275	0	0
59028 SPEC PROG BUSINESS TRAVEL		2,993	0	0
59048 LUNCHEONS	1,500	1,700	1,500	1,500
59059 MEMBERSHIP	1,520	1,542	1,520	1,520
59098 SUBSCRIPTIONS	3,919	3,378	3,357	3,360
59138 BUSINESS TRAVEL	6,560	5,060	7,000	7,000
59139 CONFERENCE COSTS	4,730	2,480	4,730	4,730
59241 SPECIAL PROGRAMS	67,500	(0)	67,500	67,500
59427 SIGNAGE	300	0	300	300
59428 PHOTO LIBRARY	3,400	3,076	3,400	0
Other Total	116,369	88,957	118,747	115,350
Reserve Appropriation				
58515 SIGNAGE RESERVE B/L	10,000	10,000	10,000	10,000
Reserve Appropriation Total	10,000	10,000	10,000	10,000



# Costing Center Summary

*Costing Center: ECONOMIC DEVELOPMENT*

## Salaries and Wages

51083	REGULAR SALARIES	280,128	280,128	290,746	291,257
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Salaries and Wages Total		280,128	280,128	290,746	291,257
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## Utilities

53130	TELEPHONE	2,442	2,330	2,113	2,113
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Utilities Total		2,442	2,330	2,113	2,113
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		424,484	406,945	434,650	431,266
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## Net Total

		(424,484)	(399,213)	(433,650)	(430,266)
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# Costing Center Summary

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Costing Center: HOUSING INITIATIVES

**Previous Costing Center:** HOUSING INITIATIVES

**Budget Year:** 2017

**Division:** REGIONAL PLANNING &  
DEVELOPMENT  
**Department:** ECONOMIC  
DEVELOPMENT - Housing  
**Stage:** Council Review

**Accounting Reference:** 2489

**Approved:** No

**Manager:** Sandy Trudel 729-2131

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## Description:

This cost center provides funds for the housing contract the City of Brandon has with the Brandon Neighbourhood Renewal Corporation (BNRC) and allocations to the Affordable Housing Reserve.

## Comments:

The City's annual contribution to the BNRC agreement includes \$46,000 in cash for core funding, \$26,000 for enhanced allocation of staff resources to work on City of Brandon affordable housing initiatives, and \$9,000 that can be used on mutually agreed upon affordable housing projects. The City of Brandon also provides approximately \$60,000 in in-kind contributions comprised of city staff support, office space, parking, IT support and licenses, payroll processing, and phone lines.

Historically the BNRC housing contract is a multi year contract. The past few years the contract switched to an annual contract that is renewed before its expiration date of March 31st of a given year. The existing contract expires on March 31st, 2017. The switch to an annual contract was made to allow flexibility in contractual obligations as Council determines whether to continue with enhanced staffing for the affordable housing portfolio.

## Outlook:

Brandon continues to experience a low rental vacancy rate, shrinking supply of affordable rental and owned housing, increasing numbers of low to moderate income households, and rising prices of available housing stock. Additionally an updated affordable housing incentive package coupled with a slight softening in the Brandon rental market has generated increased interest from private developers to consider the development of affordable housing. Based on these factors there will continue to be notable upward pressure on this cost centre.

# Costing Center Summary

Costing Center: HOUSING INITIATIVES

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	81,000	73,321	81,000	81,000
Contract Services Total	81,000	73,321	81,000	81,000
Materials and Supplies				
54099    PARTS AND MATERIALS	750	23	0	0
Materials and Supplies Total	750	23	0	0
Reserve Appropriation				
58505    AFFORDABLE HOUSING B/L	0	7,679	200,000	250,000
Reserve Appropriation Total	0	7,679	200,000	250,000
Transfers to/from Internal Accounts				
59997    TRANSFER FR RESERVES	(26,000)	(26,000)	0	0
Transfers to/from Internal Accounts Total	(26,000)	(26,000)	0	0
Utilities				
53130    TELEPHONE	1,285	1,283	1,283	1,283
Utilities Total	1,285	1,283	1,283	1,283
	<b>57,035</b>	<b>56,306</b>	<b>282,283</b>	<b>332,283</b>
<b>Net Total</b>	<b>(57,035)</b>	<b>(56,306)</b>	<b>(282,283)</b>	<b>(332,283)</b>

# Costing Center Summary

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Costing Center: TOURISM INITIATIVES

**Previous Costing Center:** TOURISM INITIATIVES

**Budget Year:** 2017

**Division:** RESOURCE  
CONSERVATION &  
DEVELOPMENT  
**Department:** ECONOMIC  
DEVELOPMENT  
**Stage:** Council Review

**Accounting Reference:** 2453

**Approved:** No

**Manager:** Sandy Trudel 729-2131

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## Description:

This account provides funding for the delivery of Tourism Services which includes core funding for Brandon First and the Accommodation Tax Reserves grant program. Through a multi year service delivery contract, Brandon Riverbank Inc. is responsible for the delivery of tourism services for the City of Brandon. Listed below are three key areas of responsibility outlined in the Tourism Service Delivery contract:

1. Operation of the Riverbank Discovery Centre.
2. Delivery of Tourism Services, focused on servicing the needs of visitors to Brandon.
3. The proactive attraction of events to Brandon through Brandon First.

In order to fulfill the City of Brandon's tourism service delivery requirements, Brandon Riverbank Inc. employs a full time tourism manager, tourism coordinator, facility coordinator, Brandon First Executive Director, part time tourism hosts and an interpretative coordinator. Brandon First through its enhanced funding made possible from Accommodation Tax funding hired a full time marketing coordinator in 2016.

This account also provides funding for a portion of Riverbank Inc's operating budget in recognition of their efforts to operate the tourism function on behalf of the City of Brandon and to maintain the grounds in immediate proximity to the Riverbank Discovery Centre. From a capital perspective the cost centre provides \$125,000 for capital projects based on dollar for dollar matching with private donations raised and a \$50,000 annual capital write off loan that was approved by Council in 2014, spanning 4 years, ending in 2017.

## Comments:

2017 is the final year in a multi year contact. For the most part the budget is considered a status quo budget with the exception of an increase in capital funding.

## Outlook:

Given the maturity of Brandon Riverbank Inc.'s building mortgage at the end of 2017, an aging facility that continues to face increased maintenance costs, the inevitable need for capital upgrades within the building, and a new vision and master plan for the river corridor, we anticipate increased upward pressure on this cost centre.

# Costing Center Summary

Costing Center: TOURISM INITIATIVES

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Other Income				
49146    ACCOMMODATION TAX RECEIPTS	0	0	0	0
Other Income Total	0	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>				
Grants and Contributions				
55429    ACCOMODATION GRANT	340,000	340,000	381,735	358,500
55518    RIVERBANK INC	607,991	607,991	669,275	669,275
55519    BRANDON FIRST	70,000	64,162	82,000	82,000
Grants and Contributions Total	1,017,991	1,012,153	1,133,010	1,109,775
Reserve Appropriation				
58529    ACCOMMODATION TAX B/L 7016	0	0	0	0
58530    LARGE EVENT ACQ B/L 7020	0	0	0	0
Reserve Appropriation Total	0	0	0	0
Transfers to/from Internal Accounts				
59997    TRANSFER FR RESERVES	(410,000)	(404,162)	(463,735)	(438,500)
Transfers to/from Internal Accounts Total	(410,000)	(404,162)	(463,735)	(438,500)
	<b>607,991</b>	<b>607,991</b>	<b>669,275</b>	<b>671,275</b>
<b>Net Total</b>	<b>(607,991)</b>	<b>(607,991)</b>	<b>(669,275)</b>	<b>(671,275)</b>

# Costing Center Summary

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Costing Center: URBAN RENEWAL

**Previous Costing Center:** URBAN RENEWAL

**Budget Year:** 2017

**Division:** REGIONAL PLANNING &  
DEVELOPMENT  
**Department:** ECONOMIC  
DEVELOPMENT - Housing  
**Stage:** Council Review

**Accounting Reference:** 2492

**Approved:** No

**Manager:** Sandy Trudel 729-2131

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## Description:

This cost center provides funds for Renaissance Brandon to implement initiatives that contribute to the revitalization of Downtown Brandon, as per their established mandate.

## Comments:

The City of Brandon's financial support of Renaissance Brandon enables the organization to apply for project specific funding from the Province of Manitoba related to revitalizing downtown on a dollar for dollar matching basis. Thus the City of Brandon's contribution of \$250,000 leverages an additional \$250,000. Renaissance Brandon is working to increase the Provincial funding to \$300,000 based on matching contributions from the City of Brandon, which they did successfully in 2016. In addition, Renaissance Brandon through a partnership with the City of Brandon is providing administrative support for the Upper Storey Development Grant Initiative Program launched in fall 2015. Funding for the program flows from the provincially funded Brandon Regeneration Strategy, enabling a further total Provincial investment in Brandon's downtown of \$370,000 related to the program.

## Outlook:

Renaissance Brandon has been successful in securing a multi year funding agreement with the Province of Manitoba better positioning them to initiate longer term strategic projects. As Renaissance Brandon continues to gain momentum and record successes, the City's ongoing support is important.

# Costing Center Summary

Costing Center: URBAN RENEWAL

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Conditional Government Transfers				
43510    PROVINCIAL GOV'T	333,000	193,750	88,750	0
Conditional Government Transfers Total	333,000	193,750	88,750	0
	<b>333,000</b>	<b>193,750</b>	<b>88,750</b>	<b>0</b>
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	300,000	300,000	300,000	300,000
Contract Services Total	300,000	300,000	300,000	300,000
Grants and Contributions				
55025    UPPER STOREY GRANT	333,000	193,750	88,750	0
Grants and Contributions Total	333,000	193,750	88,750	0
	<b>633,000</b>	<b>493,750</b>	<b>388,750</b>	<b>300,000</b>
<b>Net Total</b>	<b>(300,000)</b>	<b>(300,000)</b>	<b>(300,000)</b>	<b>(300,000)</b>

# Costing Center Summary

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Costing Center: AMBULANCE SERVICE

**Previous Costing Center:** AMBULANCE SERVICE

**Budget Year:** 2017

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 0114

**Department:** FIRE & AMBULANCE

**Approved:** No

**Stage:** Council Review

**Manager:** Brent Dane 729-2404

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## Description:

This cost center reflects the revenues and expenses related to ambulance service (excluding vehicles). The main components of this account are the wage related costs transferred from the Fire Services account and necessary costs such as training, medical supplies, equipment, etc.

All staff in the fire/ambulance operations division provide medical response and fire suppression. All of these staff are licensed Technician Paramedics, and approximately half are certified to practice at the Intermediate Care Paramedic Level. These staff can provide more advanced care including administration of medications and other advanced procedures.

Inter-facility transfers from Brandon to places such as Winnipeg, Winkler and Yorkton is a major service we provide.

## Comments:

Ambulance revenue has been increased to more accurately reflect past years actuals.

The cost of medical supplies continues to increase in order to meet Manitoba Health standards and to be able to continue using up-to-date technology available for the services provided.

## Outlook:

In 2017 we will continue to work with Prairie Mountain Health to implement some of the 54 initiatives from the 2013 Manitoba Health audit. The ones we believe would have the most significant funding impact are flat fee billing, 12 lead EKG/Defibs and stretcher replacements for new ambulances.



# Costing Center Summary

Costing Center: AMBULANCE SERVICE

		2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>					
Conditional Government Transfers					
43580	PROV. AMBULANCE--BRANDON	1,278,642	1,278,642	1,278,642	1,278,642
43588	RHA MEDICAL DIRECTOR		0	0	0
Conditional Government Transfers Total		1,278,642	1,278,642	1,278,642	1,278,642
Other Income					
42999	REVENUE	2,000	2,885	2,000	2,000
49145	DONATIONS		7,000	0	0
Other Income Total		2,000	9,885	2,000	2,000
User Fees and Sales of Goods					
42188	AMBULANCE FEES - LONG DISTANCE	460,000	540,000	515,000	515,000
42191	AMBULANCE FEES - LOCAL	1,565,000	1,620,000	1,590,000	1,590,000
User Fees and Sales of Goods Total		2,025,000	2,160,000	2,105,000	2,105,000
		<b>3,305,642</b>	<b>3,448,527</b>	<b>3,385,642</b>	<b>3,385,642</b>
<b>Expenditures</b>					
Contract Services					
52015	CONTRACTS	5,000	3,515	5,000	5,000
52043	EXTERNAL LAUNDRY	4,000	4,000	4,000	4,000
Contract Services Total		9,000	7,515	9,000	9,000
Equipment Purchases					
54410	EQUIPMENT PURCHASES	13,000	20,000	13,000	13,000
Equipment Purchases Total		13,000	20,000	13,000	13,000
Materials and Supplies					
54061	MISCELLANEOUS	9,500	4,854	0	0
54099	PARTS AND MATERIALS	7,000	7,000	7,000	7,000
54120	MEDICAL SUPPLIES	30,000	34,000	34,000	34,000
54253	PHARMACEUTICALS	5,500	5,500	5,500	5,500
Materials and Supplies Total		52,000	51,354	46,500	46,500
Other					
51141	TRAINING & DEVELOPMENT COSTS	12,472	12,472	12,472	12,472
59049	MEAL PERDIEMS	0	5,854	10,000	10,000
59139	CONFERENCE COSTS	7,000	7,000	7,000	7,000
59393	FLEET AMBULANCES	1,500	1,586	1,500	1,500
Other Total		20,972	26,912	30,972	30,972
Salaries and Wages					
51083	REGULAR SALARIES	120,705	120,705	124,071	124,071
51084	OVERTIME SALARIES	140,000	125,000	140,000	140,000
51997	FIRE/AMB ALLOCATION	4,000,000	4,000,000	4,000,000	4,000,000
Salaries and Wages Total		4,260,705	4,245,705	4,264,071	4,264,071
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	500	853	500	500

# Costing Center Summary

*Costing Center: AMBULANCE SERVICE*

Transfers to/from Internal Accounts Total	500	853	500	500
	4,356,177	4,352,339	4,364,043	4,364,043
Net Total	(1,050,535)	(903,812)	(978,401)	(978,401)

# Costing Center Summary

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*Costing Center: FIRE SERVICE*

**Previous Costing Center:** FIRE SERVICE

**Budget Year:** 2017

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 0092

**Department:** FIRE & AMBULANCE

**Approved:** No

**Stage:** Council Review

**Manager:** Brent Dane 729-2404

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## Description:

This cost center covers all costs associated with running the fire service. It includes the salaries for all staff excluding the EMS Training Officer. Other costs are associated with the fire prevention division, fire training, rescue teams, hall maintenance, overtime, equipment, succession management, water and hydrant use, training supplies, uniforms and other materials.

The revenue in this account is a combination of government grants, MPI and fire protection revenues received from the RM's of Cornwallis, Elton and Oakland.

## Comments:

2017 will see an increase in telephone costs due to the implementation of four inspection tablets. This will provide a more efficient inspection process. An increase to protective clothing reflects the increased costs of firefighting gear as well as outfitting new staff.

## Outlook:

The current collective agreement expired at the end of 2015. Contract negotiations have been ongoing since the fall of 2015. The goal is to have a negotiated settlement prior to the end of 2016.

# Costing Center Summary

Costing Center: FIRE SERVICE

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	332,300	336,050	332,300	332,300
Conditional Government Transfers Total	332,300	336,050	332,300	332,300
Other Income				
42994 RECOVERIES OTHER		0	0	0
42999 REVENUE	125,000	130,000	145,945	145,945
49145 DONATIONS	2,000	7,142	2,000	2,000
49291 FIRE EQUIPMENT SALES		4,000	0	0
Other Income Total	127,000	141,142	147,945	147,945
Permits, Licenses and Fines				
45731 COMPLIANCE TICKETS	0	0	0	0
Permits, Licenses and Fines Total	0	0	0	0
User Fees and Sales of Goods				
42142 MERCHANDISE SALES	4,000	2,000	4,000	4,000
42287 FIRE/RESCUE INSURANCE COVERAGE	140,000	125,000	140,000	140,000
User Fees and Sales of Goods Total	144,000	127,000	144,000	144,000
	<b>603,300</b>	<b>604,192</b>	<b>624,245</b>	<b>624,245</b>
<b>Expenditures</b>				
Benefits				
51100 UNIFORMS	32,300	32,300	35,300	35,300
51123 PROTECTIVE CLOTHING	26,000	29,000	29,300	29,300
51285 MEDICALS	1,100	1,700	1,100	1,100
Benefits Total	59,400	63,000	65,700	65,700
Contract Services				
52015 CONTRACTS	10,080	11,180	14,080	14,080
52019 CONSULTING FEES	20,000	10,000	10,000	20,000
52028 GENERAL INSURANCE	0	0	408	416
52054 MAINT OF EQUIP EXT		2,348	0	0
52069 PRINTING COSTS	5,000	4,000	5,000	5,000
Contract Services Total	35,080	27,528	29,488	39,496
Equipment Purchases				
54410 EQUIPMENT PURCHASES	18,000	26,326	22,000	22,000
Equipment Purchases Total	18,000	26,326	22,000	22,000
Grants and Contributions				
55167 PUBLIC RELATIONS	0	2,000	2,000	2,000
Grants and Contributions Total	0	2,000	2,000	2,000
Materials and Supplies				
54099 PARTS AND MATERIALS	44,000	38,000	38,000	38,000
54118 OFFICE SUPPLIES	0	3,500	3,000	3,000
54323 INSURANCE DEDUCTIBLE		5,000	0	0

# Costing Center Summary

## Costing Center: FIRE SERVICE

Materials and Supplies Total	44,000	46,500	41,000	41,000
Other				
51141 TRAINING & DEVELOPMENT COSTS	41,150	41,150	41,150	41,150
59048 LUNCHEONS	2,000	2,500	3,000	3,000
59059 MEMBERSHIP	2,376	2,505	2,576	2,576
59098 SUBSCRIPTIONS	2,000	2,000	2,000	2,000
59139 CONFERENCE COSTS	25,000	25,000	25,000	25,000
59156 PUBLIC EDUCATION	0	1,000	1,000	1,000
59241 SPECIAL PROGRAMS	2,000	2,000	2,000	2,000
Other Total	74,526	76,155	76,726	76,726
Reserve Appropriation				
58518 FIRE EQUIPMENT B/L 3708	0	3,750	0	0
Reserve Appropriation Total	0	3,750	0	0
Salaries and Wages				
51083 REGULAR SALARIES	7,474,600	7,316,012	7,546,979	7,634,571
51084 OVERTIME SALARIES	183,700	200,700	283,700	283,700
51090 SHIFT DIFFERENTIAL	30,000	30,000	30,000	30,000
51227 SPECIAL OT PAYMENTS	99,056	99,056	102,028	102,028
51352 TRAINING OVERTIME	45,000	45,000	45,000	45,000
51997 FIRE/AMB ALLOCATION	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)
Salaries and Wages Total	3,832,356	3,690,768	4,007,707	4,095,299
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	500	500	0	0
59997 TRANSFER FR RESERVES		0	0	0
Transfers to/from Internal Accounts Total	500	500	0	0
Utilities				
53130 TELEPHONE	16,665	16,665	18,480	18,480
53150 WATER	239,200	239,200	239,200	239,200
53295 RADIO COSTS	10,500	10,500	10,500	10,500
53446 RADIO AIR TIME COSTS		0	0	0
Utilities Total	266,365	266,365	268,180	268,180
	<b>4,330,227</b>	<b>4,202,892</b>	<b>4,512,801</b>	<b>4,610,401</b>
<b>Net Total</b>	<b>(3,726,927)</b>	<b>(3,598,700)</b>	<b>(3,888,556)</b>	<b>(3,986,156)</b>

# Costing Center Summary

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*Costing Center: FIRE VEHICLES*

**Previous Costing Center:** FIRE VEHICLES

**Budget Year:** 2017

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 0106

**Department:** FIRE & AMBULANCE

**Approved:** No

**Stage:** Council Review

**Manager:** Brent Dane 729-2404

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## Description:

This cost center includes the cost of renting all fire vehicles from Fleet Services. Fleet rental rates include the operational costs as well as an allocation to the Fire Vehicles Reserve for the equipment's future replacement. Ambulances are provided by Manitoba Health.

## Comments:

## Outlook:

# Costing Center Summary

Costing Center: FIRE VEHICLES

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52032    VEHICLE INSURANCE	124	436	450	450
Contract Services Total	124	436	450	450
Materials and Supplies				
54103    GASOLINE #2 (VEHICLE)	10,300	9,300	10,300	10,300
54104    DIESEL (VEHICLE)	14,340	14,072	14,340	14,340
Materials and Supplies Total	24,640	23,372	24,640	24,640
Other				
59080    INTERNAL EQUIPMENT RENTAL	84,100	84,100	90,000	90,000
59993    EQUIPMENT CAPITAL CONTRIBUTION	225,000	225,000	153,948	263,948
Other Total	309,100	309,100	243,948	353,948
	<b>333,864</b>	<b>332,908</b>	<b>269,038</b>	<b>379,038</b>
<b>Net Total</b>	<b>(333,864)</b>	<b>(332,908)</b>	<b>(269,038)</b>	<b>(379,038)</b>

# Costing Center Summary

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Costing Center: HUMAN RESOURCES

**Previous Costing Center:** HUMAN RESOURCES

**Budget Year:** 2017

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 1401

**Department:** HUMAN RESOURCES

**Approved:** No

**Stage:** Council Review

**Manager:** Linda Poole 729-2406

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## Description:

This cost center captures costs related to the operations of the Human Resources Department, including staffing, general office, recruitment, labour relations, payroll, compensation & benefits, training & development, safety, employee wellness programs, and pension plans.

## Comments:

Staffing and recruitment within the organization continues to be very active and challenging as a result of a steady rate of retirements and resignations. We are experiencing a sustained increase in the number of applications being received for advertised positions.

Legal costs are being held in line, however external legal services will continue to be required for arbitrations and unusual labour related situations.

The corporate commitment to human resources continues to ensure that initiatives in staff development and organizational development are carried through. These include strategic initiatives such as Human Resource Planning, Vacancy Management, Representative Workforce, Employee Wellness, Attendance Support, Employee Engagement and an active Return to Work program, each being driven or monitored by department staff in line with our culture of Serving & Building Community and in support of City Council's Strategic direction "Our Plan, Our City".

## Outlook:

On the labour front:

ATU (Transit) Collective Agreement expires December 31, 2018.

Brandon Police Association Collective Agreement expires December 31, 2016 and preparations for negotiations are underway.

CUPE Collective Agreement expires December 31, 2016 and preparations for negotiations are underway.

E911/Police Operator- Dispatcher Division Collective Agreement expires December 31, 2021.

Firefighters'/Paramedics' Association Collective Agreement expires December 31, 2021.



# Costing Center Summary

Costing Center: HUMAN RESOURCES

		2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>					
Other Income					
42999	REVENUE	500	0	0	0
Other Income Total		500	0	0	0
		<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>					
Benefits					
51002	CHRISTMAS PARTY	3,700	4,063	3,800	4,000
51071	EMPLOYEE WELLNESS PROGRAMS	3,500	3,649	3,500	3,500
51174	RETIREMENTS	6,000	6,000	6,000	6,000
51176	LONG SERVICE RECOGNITION	6,300	6,300	6,000	6,000
51285	MEDICALS	3,000	3,000	4,000	4,000
51294	MEDICALS-RECRUITMENT/STAFFING	1,000	1,000	1,000	1,000
51389	HEARING TESTS	9,500	9,500	10,000	10,000
51531	EMPLOYEE BBQ	6,150	6,488	6,500	6,500
51709	SEVERANCE PAYMENT EXPENSE	75,000	75,000	75,000	75,000
59626	CESSATION PROGRAM	0	0	50	50
Benefits Total		114,150	115,000	115,850	116,050
Contract Services					
52015	CONTRACTS		0	0	0
52019	CONSULTING FEES	10,500	9,000	4,500	4,500
52031	LIFE INSURANCE	4,200	4,686	4,500	4,700
52069	PRINTING COSTS	1,300	1,300	1,350	1,350
52070	METRICS	2,000	2,000	2,000	2,000
52239	TESTING-RECRUITMENT/STAFFING	20,000	20,000	22,000	25,000
52278	FACILITATOR EXPENSE	21,000	20,150	17,500	16,000
52297	CPR/FIRST AID TRAINING	6,500	6,500	6,500	6,500
52453	PROFESSIONAL FEES-CUPE	4,000	4,000	5,000	6,000
52454	PROFESSIONAL FEES-E911	1,500	2,977	2,000	2,000
52455	PROFESSIONAL FEES-FIRE	7,000	11,681	6,000	6,000
52456	PROFESSIONAL FEES-OOS	1,000	1,000	1,000	1,000
52457	PROFESSIONAL FEES-POLICE	5,000	4,356	5,000	5,000
52458	PROFESSIONAL FEES-TRANSIT		0	0	0
52459	PROFESSIONAL FEES-BPSOA		0	0	0
59242	SALARY SURVEYS	5,600	20,600	5,000	5,000
Contract Services Total		89,600	108,250	82,350	85,050
Equipment Purchases					
54410	EQUIPMENT PURCHASES	3,500	3,500	3,500	3,500
Equipment Purchases Total		3,500	3,500	3,500	3,500
Materials and Supplies					
54099	PARTS AND MATERIALS	9,310	9,310	9,500	9,500

# Costing Center Summary

## Costing Center: HUMAN RESOURCES

54261	PART AND MATERIALS-SAFETY	3,500	3,500	3,500	3,500
54460	PARTS AND MATERIALS-TRAINING	1,000	1,000	1,000	1,000
Materials and Supplies Total		13,810	13,810	14,000	14,000
Other					
51141	TRAINING & DEVELOPMENT COSTS	24,315	22,315	24,800	25,000
51145	CORP TRAINING & DEVELOPMENT	0	0	5,000	6,000
51179	COMPASSIONATE GIFTS	1,000	1,000	2,000	2,000
51182	SAFETY INITIATIVES	6,000	6,000	6,000	6,000
59007	ADVERTISING-RECRUIT/STAFFING	12,500	12,500	12,000	15,000
59023	SYMPOSIUMS	2,500	2,500	2,500	2,500
59048	LUNCHEONS	750	750	1,000	1,000
59059	MEMBERSHIP	3,190	3,190	2,965	2,965
59098	SUBSCRIPTIONS	6,700	8,700	9,250	9,250
59138	BUSINESS TRAVEL	1,500	1,500	3,000	3,000
59139	CONFERENCE COSTS	8,240	8,240	12,060	12,060
59603	LABOUR RELATIONS-CUPE	20,000	20,000	12,500	12,500
59604	LABOUR RELATIONS-E911	7,500	6,500	7,500	10,000
59605	LABOUR RELATIONS-FIRE	15,000	10,000	15,000	15,000
59606	LABOUR RELATIONS-OOS	2,500	2,500	2,500	2,500
59607	LABOUR RELATIONS-POLICE	5,000	5,000	10,000	10,000
59608	LABOUR RELATIONS-TRANSIT		0	0	0
59609	LABOUR RELATIONS-BPSOA		0	0	0
Other Total		116,695	110,695	128,075	134,775
Salaries and Wages					
51083	REGULAR SALARIES	1,160,150	1,109,474	1,116,975	1,147,426
51084	OVERTIME SALARIES	7,500	7,000	7,500	7,500
Salaries and Wages Total		1,167,650	1,116,474	1,124,475	1,154,926
Transfers to/from Internal Accounts					
59997	TRANSFER FR RESERVES	(75,000)	(75,000)	(75,000)	(75,000)
Transfers to/from Internal Accounts Total		(75,000)	(75,000)	(75,000)	(75,000)
Utilities					
53130	TELEPHONE	10,830	10,830	8,313	8,313
Utilities Total		10,830	10,830	8,313	8,313
		1,441,235	1,403,559	1,401,563	1,441,614
Net Total		(1,440,735)	(1,403,559)	(1,401,563)	(1,441,614)

# Costing Center Summary

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Costing Center: *LEGAL SERVICES*

**Previous Costing Center:** LEGAL SERVICES

**Budget Year:** 2017

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 2087

**Department:** CITY MANAGER

**Approved:** No

**Stage:** Council Review

**Manager:** Vicki Fifi 729-2164

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## Description:

This cost centre is to cover the Legal expenses for the City-at-large.

## Comments:

The budget for this costing center includes the cost of Legal Services as provided under contract and for the position of Director of Legal Services.

Under the terms of the existing contract, a full range of legal services including verbal and written advice and opinions on diverse legal matters, are provided to the City of Brandon, its boards and agencies, City Council, City Manager, and senior administrative staff. The contractee acts as the City's solicitor in all non-litigious administrative and legal matters such as real estate acquisitions and disposals, subdivisions and site plan agreements. The Director is responsible for coordinating the requirement for contracted legal services as well as reviewing and drafting agreements, by-laws, and policies and providing advice to City departments and staff on interpretation of legislation.

## Outlook:

# Costing Center Summary

Costing Center: *LEGAL SERVICES*

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52019 CONSULTING FEES		1,500	5,000	0
52072 LEGAL FEES	144,160	125,000	173,800	135,000
Contract Services Total	144,160	126,500	178,800	135,000
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	600	0	0
Equipment Purchases Total	0	600	0	0
Expense				
0019 CONSULTING FEES	0	0	0	0
Expense Total	0	0	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	500	35	200	200
Materials and Supplies Total	500	35	200	200
Other				
51141 TRAINING & DEVELOPMENT COSTS		95	0	0
59048 LUNCHEONS	0	100	300	300
59059 MEMBERSHIP	0	0	25	0
59098 SUBSCRIPTIONS	0	4,200	5,500	6,000
59138 BUSINESS TRAVEL	500	0	0	0
Other Total	500	4,395	5,825	6,300
Salaries and Wages				
51083 REGULAR SALARIES	0	47,546	144,543	129,543
Salaries and Wages Total	0	47,546	144,543	129,543
Utilities				
53130 TELEPHONE	215	545	801	801
Utilities Total	215	545	801	801
	<b>145,375</b>	<b>179,621</b>	<b>330,169</b>	<b>271,844</b>
<b>Net Total</b>	<b>(145,375)</b>	<b>(179,621)</b>	<b>(330,169)</b>	<b>(271,844)</b>

# Costing Center Summary

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Costing Center: *POLICE SERVICE*

**Previous Costing Center:** POLICE SERVICE

**Budget Year:** 2017

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 0074

**Department:** POLICE

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Grant 729-2301

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## Description:

This cost center captures the revenues and expenses associated with Police Services administration and operations.

## Comments:

The Police Service is under the direction of the Chief of Police who reports directly to the Brandon Police Service Police Board. At present the Service is delivered by two distinct areas being Operational Services and Support Services, each led by a Deputy Chief of Police. The Chief and Deputies make up the Executive Branch of the Service. They are supported by the Executive Assistant and the Finance Officer.

Operations consists of the Patrol Section, which includes Platoons, and the Crime Section which includes the Criminal Investigation Section, the Crime Support Unit, Police Service Dog Unit, Crime Analysis and Victim Services. Patrol Section provides the day to day policing response, including bylaw enforcement, on a 24/7/365 basis. The Crime Units work in a collaborative approach with Patrol and concentrates on the more serious offences investigated by the Police Service. The Crime Support Unit has Vice related issues plus the Intelligence gathering and sharing component under its umbrella. This unit works very closely in an integrated approach with our Policing partners in this Province and indeed across the entire country. In 2014 the Police Service initiated a Crime Analysis program and hired a well trained civilian analyst. The analyst studies crime calls and all other calls for service on a daily basis. This enables the Police Service to focus resources to identified problem areas as well as being able to predict where issues may occur.

The Support Services area contains the Operational Support Unit which is broken down into Patrol Support, Community Support and Community Mobilization. Under Patrol Support, the Police Service Traffic and Bylaw Units are contained. Community Support looks after both the Police Services Media and Crime Stoppers strategy as well as the Forensic Identification Unit. The Community Mobilization function is an extremely valued and important part of our "Commitment to Community Safety". The Community Mobilization program is a multi-agency approach to address people who are at an acutely elevated risk of criminal involvement, either as a victim or suspect, as well as being at risk for self harm due to risky behaviour they may be engaged in. The Police Sergeant assigned to Community Mobilization also supervises the School Resource Officers as well as the Community Policing Officers. These officers will help supplement the Police Service's commitment to this greatly valued program. Important linkages to multiple community partners is maintained under this area of Support Services. Finally, Support Services also contains, for the most part, the Administrative resources of the organization such as the Administrative Support Unit containing Central Records, Court Services, the Property Clerk and the Clerical Front Desk Attendants. The Organizational Development and Training Sections falls to Support Services as does the Internal Affairs function of the Police Service.

# Costing Center Summary

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*Costing Center: POLICE SERVICE*

## **Outlook:**

Over the past several years the Police Service has been very successful in developing and implementing strategies related to information technology. Although such technology leads to greater efficiencies, it does come with considerable costs. Our IT strategies have led to advances on business process in our Forensic Identification Section through a state of the art fingerprint system. There is currently a transition to new generation mobile work stations as well as in car camera systems. There is great debate both within the policing community as well as in the public arena concerning the issue of body worn cameras. The Police Service continues to study this issue with a decision pending in the next couple of years as to the appropriate direction. The Police Service does partner with the RCMP for a Records Management System and upgrades are built into to yearly user fees. This system is far more effective than having to have a stand alone expensive system that would have no link to the greater policing community. Our recent IT successes include an electronic traffic ticketing system. This system is far more efficient than a written ticketing system. It either greatly reduces and in some cases eliminates the need for extensive clerical data entry, thus allowing clerical staff to stay on top of mission critical data entries. The Police Service is also working with applicable City of Brandon Departments on a crime mapping solution in order to better inform and engage the community.

The Provincial Government continues to fund a number of positions within the Police Service, 16 officers and one civilian. This results in the area of \$1.3 million annually. The Police Service has also been able to secure resources from the Criminal Property Forfeiture funds over the last several years. These funds go towards important pieces of equipment that the normal budgeting process might not allow, in a timely fashion. A partnership with the Police Studies Program at Assiniboine Community College continues to see a Police Service member being seconded to ACC with a cost recovery in place. This partnership is unique in that individuals who graduate from their course are recognized of having completed the Police Service's academic standard for recruit training. To have a Police Service member work directly with this program provides assurance that BPS training requirements are addressed and implemented.

Calls for service continue to increase and are in the range of ten percent greater than the five year average. Over the last three years crime statistics have shown increases in terms of number of incidents reported. Between 2014 and 2015 there have also been increases in the overall Crime Severity Index (from 86.9 to 100.3). The overall Crime Severity Index is calculated by averaging the violent and nonviolent Crime Severity Index. Both the violent and non-violent Crime Severity Index increased between 2014 to 2015 as well.

# Costing Center Summary

Costing Center: POLICE SERVICE

		2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>					
Conditional Government Transfers					
43510	PROVINCIAL GOV'T	1,415,000	1,366,685	1,360,000	1,360,000
43660	PROVINCIAL OTHER		190,062	0	0
Conditional Government Transfers Total		1,415,000	1,556,747	1,360,000	1,360,000
Other Income					
42999	REVENUE	25,000	6,000	1,000	1,000
45289	OVERPAYMENTS/REFUNDS		0	0	0
Other Income Total		25,000	6,000	1,000	1,000
Permits, Licenses and Fines					
45701	TRAFFIC TICKETS	320,000	288,000	350,000	350,000
45702	PARKING TICKETS	300,000	200,000	300,000	300,000
45731	COMPLIANCE TICKETS	12,000	8,500	12,000	12,000
Permits, Licenses and Fines Total		632,000	496,500	662,000	662,000
User Fees and Sales of Goods					
42195	ROOM RENTALS	55,065	47,652	49,085	50,557
42315	SPECIAL DUTY	141,362	328,000	149,059	151,809
42374	SEARCH FEES	140,000	165,000	180,000	184,500
42375	TRAINING FEES RECOVERED	10,000	15,736	16,500	17,100
45269	ANIMAL BOARDING FEES	6,600	6,600	8,000	9,500
User Fees and Sales of Goods Total		353,027	562,988	402,644	413,466
		<b>2,425,027</b>	<b>2,622,235</b>	<b>2,425,644</b>	<b>2,436,466</b>
<b>Expenditures</b>					
Benefits					
51100	UNIFORMS	62,000	62,000	60,000	60,000
51122	BOOT ALLOWANCE	14,400	14,400	13,950	13,950
51146	CLOTHING ALLOWANCE	23,000	23,000	23,000	23,000
51285	MEDICALS	4,000	2,000	3,500	3,500
51345	PERFORM BASED EMP RECOGNITION	1,500	1,500	2,000	2,000
Benefits Total		104,900	102,900	102,450	102,450
Contract Services					
52015	CONTRACTS	86,500	82,899	93,325	96,020
52020	PROFESSIONAL FEES	5,400	8,980	8,400	8,600
52028	GENERAL INSURANCE	142	142	1,561	1,592
52054	MAINT OF EQUIP EXT	10,000	6,000	8,400	8,700
52069	PRINTING COSTS	7,500	10,500	8,000	11,500
52072	LEGAL FEES	35,000	35,000	35,000	35,000
52078	DETENTION FEES	0	208,059	210,000	215,000
52079	BUILDING RENTAL	185,000	0	1,000	1,000
52220	COMPETITION PROFESSIONAL FEES	25,000	25,000	20,000	20,000
52387	BANK PROCESSING FEES	650	1,000	1,660	1,700

# Costing Center Summary

## Costing Center: POLICE SERVICE

Contract Services Total	355,192	377,580	387,346	399,112
Equipment Purchases				
54410 EQUIPMENT PURCHASES	21,550	28,000	22,000	22,000
54412 FUNDED EQUIPMENT		186,945	0	0
Equipment Purchases Total	21,550	214,945	22,000	22,000
Grants and Contributions				
55024 OTHER GRANTS	16,000	16,000	16,000	16,000
55167 PUBLIC RELATIONS	14,600	8,250	14,625	15,750
Grants and Contributions Total	30,600	24,250	30,625	31,750
Materials and Supplies				
54061 MISCELLANEOUS	12,000	9,800	0	0
54062 LIABILITY CLAIMS	1,500	750	1,500	1,500
54099 PARTS AND MATERIALS	39,640	39,640	32,700	33,500
54101 AMMUNITION	45,000	45,000	39,100	50,000
54199 SPECIAL OP - PARTS & MATERIALS	3,000	300	2,500	2,500
54257 WORK ORDER PARTS & MATERIALS		0	0	0
54299 COMPETITION-PARTS & MATERIALS	1,000	0	500	500
54337 PARTS & MAT - INVESTIGATIONS	11,050	11,050	22,700	22,700
54338 PARTS & MAT - IDENT	28,080	21,970	24,400	27,300
54358 PARTS & MAT - OPERATIONS	14,700	18,100	20,500	20,500
54359 PARTS & MAT - TRU	7,800	7,800	7,800	8,000
54360 PARTS & MAT - NEGOTIATORS	300	300	300	300
54361 PARTS & MAT - ACO	5,100	2,300	3,500	3,500
54363 PARTS & MAT - PSD	11,050	6,900	9,950	10,000
54383 PARTS & MAT - COURT SERVICES	3,000	4,000	4,000	4,000
54385 PARTS & MAT - COMMUNITY SERVIC	1,000	50	0	0
Materials and Supplies Total	184,220	167,960	169,450	184,300
Other				
51141 TRAINING & DEVELOPMENT COSTS	130,000	134,000	130,000	135,000
59003 ADVERTISING	4,795	1,795	2,500	2,500
59006 POLICE BOARD	25,000	13,000	15,000	15,000
59045 LIBRARY	3,000	3,000	2,000	2,000
59048 LUNCHEONS	2,000	2,750	2,500	2,500
59059 MEMBERSHIP	5,795	4,435	4,775	5,000
59098 SUBSCRIPTIONS	1,884	2,680	900	1,000
59137 SPECIAL OP - BUSINESS TRAVEL	0	5,000	2,000	2,000
59138 BUSINESS TRAVEL	25,000	20,000	20,000	20,000
59139 CONFERENCE COSTS	12,500	6,000	12,500	12,500
59207 CASH OVER/SHORT		0	0	0
Other Total	209,974	192,660	192,175	197,500
Reserve Appropriation				
58500 POLICE EQUIPMENT B/L 4442	250,000	250,000	265,000	265,000
Reserve Appropriation Total	250,000	250,000	265,000	265,000
Salaries and Wages				
51026 INDEMNITY & HONORARIUM		0	0	0
51083 REGULAR SALARIES	12,685,764	12,459,395	12,945,872	12,967,368
51084 OVERTIME SALARIES	475,000	415,000	450,000	463,500



# Costing Center Summary

<i>Costing Center: POLICE SERVICE</i>					
51090	SHIFT DIFFERENTIAL	10,500	10,500	13,200	13,530
51094	FUNDED OVERTIME	125,000	140,000	140,000	140,000
51095	SPECIAL DUTY OVERTIME	18,000	18,000	13,875	14,222
51183	SPECIAL OP - SALARIES	65,000	0	0	0
51185	SPECIAL OP - OVERTIME	8,000	214,710	45,000	45,000
Salaries and Wages Total		13,387,264	13,257,605	13,607,947	13,643,620
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	0	2,783	3,200	3,200
59997	TRANSFER FR RESERVES	0	0	0	0
Transfers to/from Internal Accounts Total		0	2,783	3,200	3,200
Utilities					
53130	TELEPHONE	37,500	32,500	30,000	30,000
53445	CELLULAR TELEPHONE	44,000	40,000	40,000	40,000
Utilities Total		81,500	72,500	70,000	70,000
		14,625,200	14,663,184	14,850,192	14,918,932
<b>Net Total</b>		<b>(12,200,173)</b>	<b>(12,040,949)</b>	<b>(12,424,548)</b>	<b>(12,482,466)</b>

# Costing Center Summary

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*Costing Center: POLICE VEHICLES*

**Previous Costing Center:** POLICE VEHICLES

**Budget Year:** 2017

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 0073

**Department:** POLICE

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Grant 729-2301

---

## Description:

This cost center covers vehicle expenditures for all fleet police vehicles from the Central Garage and external lease agreements.

## Comments:

## Outlook:

# Costing Center Summary

Costing Center: POLICE VEHICLES

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52307 LEASED VEHICLES	85,100	88,600	93,150	98,150
Contract Services Total	85,100	88,600	93,150	98,150
Materials and Supplies				
54103 GASOLINE #2 (VEHICLE)	165,000	135,000	145,000	155,000
54104 DIESEL (VEHICLE)	600	600	600	700
54257 WORK ORDER PARTS & MATERIALS		0	0	0
54323 INSURANCE DEDUCTIBLE	3,000	3,500	3,000	3,500
Materials and Supplies Total	168,600	139,100	148,600	159,200
Other				
59080 INTERNAL EQUIPMENT RENTAL	212,660	212,660	202,500	202,500
59318 WASHING VEHICLES	6,500	12,000	11,000	11,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	325,000	325,000	231,424	341,424
Other Total	544,160	549,660	444,924	554,924
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	500	0	0	0
Transfers to/from Internal Accounts Total	500	0	0	0
	<b>798,360</b>	<b>777,360</b>	<b>686,674</b>	<b>812,274</b>
<b>Net Total</b>	<b>(798,360)</b>	<b>(777,360)</b>	<b>(686,674)</b>	<b>(812,274)</b>

# Costing Center Summary

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Costing Center: E 911 COMMUNICATIONS

**Previous Costing Center:** E 911 COMMUNICATIONS

**Budget Year:** 2017

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 1911

**Department:** COMMUNICATIONS (911)

**Approved:** No

**Stage:** Council Review

**Manager:** Ross Robinson 729-2406

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## Description:

This account covers the revenue and operating cost of the E911 Public Safety Answering Point (PSAP). Revenue is collected by a per capita fee levied on RM E911 clients, flat fees for provincial and national parks E911 service and service contracts with other provincial agencies.

## Comments:

The City of Brandon began offering Enhanced E911 to contracted Municipalities in September of 1996. The E911 Centre now provides call-taking and dispatching services to 466,194 Provincial residents outside of the City of Winnipeg, 1 National Park, 120 Rural Municipalities, 8 First Nations, 12 Provincial Parks, and 196 Fire Departments. The Centre holds contracts with the Office of the Fire Commissioner (OFC) and Manitoba Emergency Measures Organization (MEMO).

### Fees

The E911 Centre generates most of its revenues through the contracts it holds. A per capita fee is charged to each area online. The fee is subject to change each year, as long as notice is sent to each client by October of the previous year. Our current fees offset operating expenses, as well as an allocation to overhead and an appropriation to the E911 Equipment Reserve. We also have fixed fee clients - National and Provincial Parks are examples, where a negotiated annual fee has been agreed to.

Other revenues are generated through transcript fees and call answering contracts with OFC and MEMO. These fees are usually increased by accepted inflation rates.

### PSAP Regulations

The PSAP is governed by the PSAP Regulations, as administered by EMO on behalf of the Minister of Infrastructure and Transportation. Licenses are issued through that body, and must be renewed every 5 years. The City of Brandon licenses were last renewed in 2015.

While not in the PSAP Regulations, the accepted industry standard for call-answer time is three rings. This means that all incoming calls will be answered in three rings or less 90% of the time. We are currently meeting that standard, but any increase in call volumes will result in us no longer meeting it.

## Outlook:

# Costing Center Summary

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## *Costing Center: E 911 COMMUNICATIONS*

The Cost Centre is at maximum capacity with current staffing levels. Additional new revenue streams are being held in abeyance pending the outcome of a business case for increased staff being accepted.

The Centre will continue annual fee increases to offset all anticipated annual cost increases and to permit prudent reserve allocations to satisfy large new technology requirements on the immediate horizon with the adoption of NG911 standards across Canada. The goal is to operate the Cost Centre at a break even point.

# Costing Center Summary

Costing Center: E 911 COMMUNICATIONS

		2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>					
Other Income					
42990	RECEIPTS	5,617	5,617	7,000	7,210
42999	REVENUE	1,904,406	1,895,296	2,017,935	2,118,595
Other Income Total		1,910,023	1,900,913	2,024,935	2,125,805
User Fees and Sales of Goods					
42286	FIRE COMM/MEMO DISPATCH FEE	8,175	6,772	8,583	9,012
User Fees and Sales of Goods Total		8,175	6,772	8,583	9,012
		<b>1,918,198</b>	<b>1,907,685</b>	<b>2,033,518</b>	<b>2,134,817</b>
<b>Expenditures</b>					
Contract Services					
52015	CONTRACTS	80,831	80,831	81,957	86,073
52019	CONSULTING FEES	2,500	2,500	1,200	1,500
52232	E911 CHARGES	175,953	175,953	185,920	195,192
Contract Services Total		259,284	259,284	269,077	282,765
Equipment Purchases					
54410	EQUIPMENT PURCHASES	4,250	5,309	6,750	7,100
Equipment Purchases Total		4,250	5,309	6,750	7,100
Materials and Supplies					
54099	PARTS AND MATERIALS	7,750	6,750	6,500	6,500
Materials and Supplies Total		7,750	6,750	6,500	6,500
Other					
51141	TRAINING & DEVELOPMENT COSTS	10,000	8,000	14,000	14,000
59048	LUNCHEONS	800	800	450	420
59059	MEMBERSHIP	0	113	300	320
59138	BUSINESS TRAVEL	1,300	1,300	1,300	1,500
59139	CONFERENCE COSTS	5,000	4,000	5,000	5,250
Other Total		17,100	14,213	21,050	21,490
Reserve Appropriation					
58513	E-911 EQUIPMENT B/L 6563	100,000	100,000	70,000	125,000
Reserve Appropriation Total		100,000	100,000	70,000	125,000
Salaries and Wages					
51083	REGULAR SALARIES	1,514,104	1,415,604	1,559,245	1,639,319
51084	OVERTIME SALARIES	60,515	90,515	60,515	60,540
51090	SHIFT DIFFERENTIAL	12,360	12,360	12,978	13,627
51227	SPECIAL OT PAYMENTS	12,360	12,360	12,730	13,367
Salaries and Wages Total		1,599,339	1,530,839	1,645,468	1,726,853
Transfers to/from Internal Accounts					
59997	TRANSFER FR RESERVES	0	0	0	0
Transfers to/from Internal Accounts Total		0	0	0	0
Utilities					

# Costing Center Summary

Costing Center: E 911 COMMUNICATIONS					
53130	TELEPHONE	13,330	13,330	12,400	12,978
53295	RADIO COSTS	3,300	1,800	1,800	1,800
53446	RADIO AIR TIME COSTS		0	0	0
Utilities Total		16,630	15,130	14,200	14,778
		2,004,353	1,931,525	2,033,045	2,184,486
Net Total		(86,155)	(23,840)	473	(49,669)

# Costing Center Summary

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*Costing Center: POLICE DISPATCH*

**Previous Costing Center:** POLICE DISPATCH

**Budget Year:** 2017

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 1912

**Department:** COMMUNICATIONS (911)

**Approved:** No

**Stage:** Council Review

**Manager:** Ross Robinson 729-2406

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## Description:

This account covers the operating cost of the Police Dispatch Centre and revenues received based on a per capita fee for providing Police Dispatch services to Altona, Winkler, Morden, Rivers and Dakota Ojibway Police Service (DOPS).

## Comments:

It is expected that the Ste Anne Police Service will be a client dispatching services by mid 2017 and these revenues have been included in the budget.

## Outlook:



# Costing Center Summary

Costing Center: POLICE DISPATCH

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
User Fees and Sales of Goods				
42288 POLICE DISPATCH FEES	208,636	217,426	298,700	349,826
User Fees and Sales of Goods Total	208,636	217,426	298,700	349,826
	<b>208,636</b>	<b>217,426</b>	<b>298,700</b>	<b>349,826</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	56,831	56,831	61,377	64,268
52019 CONSULTING FEES	0	0	1,200	1,575
Contract Services Total	56,831	56,831	62,577	65,843
Equipment Purchases				
54410 EQUIPMENT PURCHASES	3,750	3,750	6,750	7,000
Equipment Purchases Total	3,750	3,750	6,750	7,000
Materials and Supplies				
54099 PARTS AND MATERIALS	5,750	5,750	4,000	4,000
Materials and Supplies Total	5,750	5,750	4,000	4,000
Other				
51141 TRAINING & DEVELOPMENT COSTS	5,500	5,500	14,000	17,000
59048 LUNCHEONS	800	800	450	415
59138 BUSINESS TRAVEL	1,000	1,000	500	500
59139 CONFERENCE COSTS	5,000	3,000	5,000	5,000
Other Total	12,300	10,300	19,950	22,915
Salaries and Wages				
51083 REGULAR SALARIES	930,060	854,060	957,492	1,010,762
51084 OVERTIME SALARIES	43,900	63,900	44,000	46,000
51090 SHIFT DIFFERENTIAL	8,240	8,240	8,240	8,652
51227 SPECIAL OT PAYMENTS	12,360	12,360	12,730	13,367
Salaries and Wages Total	994,560	938,560	1,022,462	1,078,781
Utilities				
53130 TELEPHONE	2,220	2,220	2,220	2,331
53295 RADIO COSTS	3,300	1,800	1,800	1,800
53446 RADIO AIR TIME COSTS		0	0	0
Utilities Total	5,520	4,020	4,020	4,131
	<b>1,078,711</b>	<b>1,019,211</b>	<b>1,119,759</b>	<b>1,182,670</b>
<b>Net Total</b>	<b>(870,075)</b>	<b>(801,785)</b>	<b>(821,059)</b>	<b>(832,844)</b>

# Costing Center Summary

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*Costing Center: ACCOUNTING*

**Previous Costing Center:** ACCOUNTING

**Budget Year:** 2017

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 0030

**Department:** FINANCE

**Approved:** No

**Stage:** Council Review

**Manager:** Val Rochelle 729-2223

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## Description:

This cost center includes expenses related to the administration and operations of the Finance Department. This includes staffing costs as well as general office costs.

## Comments:

Finance is a professional services department responsible for procurement, accounts payable, accounts receivable, utility billing, licensing, property taxes and By-law collections. Higher level functions include corporate finance, performance measurement, analysis, budgeting, and ensuring that the City is in compliance with many forms of legislation, accounting standards, and the City's own By-laws.

## Outlook:

# Costing Center Summary

Costing Center: ACCOUNTING

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Investment Income				
46042 INTEREST EARNED	0	0	0	0
46053 INCOME ON LONG TERM INVESTMENT	0	0	0	0
46173 INTEREST REALLOCATION	0	0	0	0
Investment Income Total	0	0	0	0
Other Income				
42365 COMMISSION REVENUES	480	480	480	480
42369 US FUNDS		0	0	0
42999 REVENUE	15,000	105,258	15,000	15,000
46117 INTEREST ON ACCTS REC	63,000	87,000	87,000	87,000
49137 DEB DEBT RECOVERY-GAS	3,404	3,280	0	0
Other Income Total	81,884	196,018	102,480	102,480
Permits, Licenses and Fines				
45319 LIEN RECOVERIES	770	0	0	0
Permits, Licenses and Fines Total	770	0	0	0
User Fees and Sales of Goods				
42299 ACCOUNT CONFIRMATIONS	62,000	58,000	64,000	64,000
User Fees and Sales of Goods Total	62,000	58,000	64,000	64,000
	<b>144,654</b>	<b>254,018</b>	<b>166,480</b>	<b>166,480</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	14,040	11,300	9,900	9,900
52020 PROFESSIONAL FEES	6,000	427	9,240	0
52069 PRINTING COSTS	7,075	6,075	6,425	6,425
52089 COMMISSION	9,500	17,833	17,000	15,000
52387 BANK PROCESSING FEES	3,000	3,000	3,000	3,000
Contract Services Total	39,615	38,635	45,565	34,325
Equipment Purchases				
54410 EQUIPMENT PURCHASES	4,000	8,009	4,000	4,000
Equipment Purchases Total	4,000	8,009	4,000	4,000
Materials and Supplies				
54099 PARTS AND MATERIALS	11,145	10,824	11,145	11,145
Materials and Supplies Total	11,145	10,824	11,145	11,145
Other				
51141 TRAINING & DEVELOPMENT COSTS	15,858	13,101	15,861	5,107
59003 ADVERTISING	2,140	2,669	2,820	2,820
59048 LUNCHEONS	300	300	300	300
59059 MEMBERSHIP	4,856	4,756	4,648	4,678
59098 SUBSCRIPTIONS	205	197	200	200
59138 BUSINESS TRAVEL	150	450	500	500

# Costing Center Summary

Costing Center: ACCOUNTING					
59139	CONFERENCE COSTS	4,590	0	5,172	5,172
59207	CASH OVER/SHORT		0	0	0
59311	LIEN ADMINISTRATION FEES	2,000	0	0	0
59500	BAD DEBT EXPENSE		146,398	0	0
Other Total		30,099	167,871	29,501	18,777
Salaries and Wages					
51016	SALARY VACANCY ALLOWANCE	(200,000)	(200,000)	(400,000)	(200,000)
51083	REGULAR SALARIES	931,850	901,850	935,922	927,035
51084	OVERTIME SALARIES	8,416	7,000	8,582	8,754
Salaries and Wages Total		740,266	708,850	544,504	735,789
Transfers to/from Internal Accounts					
59997	TRANSFER FR RESERVES	0	0	0	0
Transfers to/from Internal Accounts Total		0	0	0	0
Utilities					
53130	TELEPHONE	4,768	5,068	4,390	4,390
Utilities Total		4,768	5,068	4,390	4,390
		829,893	939,257	639,105	808,426
Net Total		(685,239)	(685,239)	(472,625)	(641,946)

# Costing Center Summary

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*Costing Center: CENTENNIAL AUDITORIUM*

**Previous Costing Center:** CENTENNIAL  
AUDITORIUM

**Budget Year:** 2017

**Division:** RECREATION &  
CULTURAL SERVICES

**Accounting Reference:** 0320

**Department:** TREASURY - Cultural  
Services

**Approved:** No

**Stage:** Council Review

**Manager:** Val Rochelle 729-2223

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## Description:

This cost center covers the City's 50% share of the expected operating deficit for the Western Manitoba Centennial Auditorium. The Province is responsible for the other 50% of all operating deficits in accordance with the May 1973 agreement.

## Comments:

## Outlook:

# Costing Center Summary

Costing Center: CENTENNIAL AUDITORIUM

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Grants and Contributions				
55024    OTHER GRANTS	136,080	136,080	125,000	125,000
Grants and Contributions Total	136,080	136,080	125,000	125,000
Reserve Appropriation				
58524    CENTENNIAL AUDITORIUM B/L 4647	50,000	50,000	50,000	50,000
Reserve Appropriation Total	50,000	50,000	50,000	50,000
	<b>186,080</b>	<b>186,080</b>	<b>175,000</b>	<b>175,000</b>
<b>Net Total</b>	<b>(186,080)</b>	<b>(186,080)</b>	<b>(175,000)</b>	<b>(175,000)</b>

# Costing Center Summary

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*Costing Center: GRANTS-LONG TERM AGREEMENTS*

**Previous Costing Center:** GRANTS-LONG TERM  
AGREEMENTS

**Budget Year:** 2017

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 2410

**Department:** FINANCE

**Approved:** No

**Stage:** Council Review

**Manager:** Val Rochelle 729-2223

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## Description:

This cost center includes multi-year agreements entered into by Council that include capital or operating support or property tax payment programs.

## Comments:

Current grants include the tax agreement for the ACC Culinary Arts Building, Green House and Trades Centre located at the North Hill campus.

## Outlook:

# Costing Center Summary

Costing Center: GRANTS-LONG TERM AGREEMENTS

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Grants and Contributions				
55302    ASSINIBOINE COMMUNITY COLLEGE	264,089	260,361	266,870	273,541
Grants and Contributions Total	264,089	260,361	266,870	273,541
	<b>264,089</b>	<b>260,361</b>	<b>266,870</b>	<b>273,541</b>
<b>Net Total</b>	<b>(264,089)</b>	<b>(260,361)</b>	<b>(266,870)</b>	<b>(273,541)</b>



# Costing Center Summary

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Costing Center: KEYSTONE CENTRE GRANT

**Previous Costing Center:** KEYSTONE CENTRE  
GRANT

**Division:** RECREATION &  
CULTURAL SERVICES

**Department:** TREASURY - Cultural  
Services

**Stage:** Council Review

**Budget Year:** 2017

**Accounting Reference:** 2455

**Approved:** No

**Manager:** Val Rochelle 729-2223

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## Description:

This cost center reflects the City's commitment to contribute funds to the Keystone Centre.

## Comments:

The budget includes funding as follows:

- 1) 250,000 per year for operating costs and \$125,000 per year for debt reduction. This funding agreement covers a 10 year period from 2009 to 2018 inclusive and includes matching funds from the Province.
- 2) An annual grant in an amount equal to the municipal taxes collected from Canad Inns - Brandon Ltd. in respect of the operations on the Keystone Centre lands.
- 3) Annual debenture principal and interest payments for the City's contribution to the Memorial Cup upgrades and capital improvements, which will expire in 2023 and 2022 respectively.
- 4) Annual debenture principal and interest for the roof repairs. This debenture has not yet been issued.

## Outlook:

# Costing Center Summary

Costing Center: KEYSTONE CENTRE GRANT

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	497,642	359,884	580,311	601,317
57439 DEBENTURE INTEREST	309,012	145,440	203,004	181,861
Debenture Debt Servicing Costs Total	806,654	505,324	783,315	783,178
Grants and Contributions				
55024 OTHER GRANTS	875,000	875,000	875,000	375,000
55442 TAX CREDITS	145,551	143,496	147,083	150,760
Grants and Contributions Total	1,020,551	1,018,496	1,022,083	525,760
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(400,000)	(400,000)	(400,000)	0
Transfers to/from Internal Accounts Total	(400,000)	(400,000)	0	0
	<b>1,427,205</b>	<b>1,123,820</b>	<b>1,405,398</b>	<b>1,308,938</b>
<b>Net Total</b>	<b>(1,427,205)</b>	<b>(1,123,820)</b>	<b>(1,405,398)</b>	<b>(1,308,938)</b>

# Costing Center Summary

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Costing Center: LICENSING

**Previous Costing Center:** LICENSING

**Budget Year:** 2017

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 2452

**Department:** TREASURY - Prot Serv

**Approved:** No

**Stage:** Council Review

**Manager:** Val Rochelle 729-2223

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## Description:

This cost center is comprised of various types of business licenses and the permit fees in-lieu-of-tax for mobile homes.

## Comments:

The Mobile Home By-law requires payment of fees based on the units size and age. This requires the park owner to report on the unit inventory and the City's License Inspector will perform an annual audit on the reports. Fees are increased annually by a percentage as determined by the Consumer Price Index (CPI) Winnipeg, set at 1.36% for 2017 and estimated at 1.50% for 2018.

Home-based business licenses are intended to be relative to the difference between residential property tax rates and commercial property tax rates for the home office space.

## Outlook:

# Costing Center Summary

Costing Center: LICENSING

		2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>					
Other Income					
45999	REVENUE	4,400	1,700	4,400	4,400
Other Income Total		4,400	1,700	4,400	4,400
Permits, Licenses and Fines					
45672	AUTO LIVERY	32,560	30,600	30,065	30,065
45679	MOVING PERMITS	30,000	37,071	35,000	35,000
45682	HOME DEALER	98,543	96,038	99,535	99,535
45686	RESTAURANT	1,470	1,260	1,290	1,290
45690	TRANSIENT BUSINESS	104,370	99,930	101,100	101,100
45694	VENDING MACHINE	6,345	6,345	6,345	6,345
45696	DERELICT VEHICLE	1,200	200	300	300
45700	ANIMAL LICENSES	11,066	13,685	13,744	13,744
45710	MOBILE HOME	986,739	991,500	1,003,801	1,018,954
45715	TRADE SHOW	5,640	4,070	4,440	4,440
Permits, Licenses and Fines Total		1,277,933	1,280,699	1,295,620	1,310,773
		<b>1,282,333</b>	<b>1,282,399</b>	<b>1,300,020</b>	<b>1,315,173</b>
<b>Expenditures</b>					
Contract Services					
52069	PRINTING COSTS	1,925	1,115	2,100	2,100
Contract Services Total		1,925	1,115	2,100	2,100
Materials and Supplies					
54099	PARTS AND MATERIALS	800	543	800	800
Materials and Supplies Total		800	543	800	800
Other					
59003	ADVERTISING	214	0	214	214
Other Total		214	0	214	214
Salaries and Wages					
51083	REGULAR SALARIES	36,882	38,182	39,491	39,491
51084	OVERTIME SALARIES	0	51	102	102
Salaries and Wages Total		36,882	38,233	39,593	39,593
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	0	0	0	0
Transfers to/from Internal Accounts Total		0	0	0	0
Utilities					
53130	TELEPHONE	120	116	334	334
Utilities Total		120	116	334	334
		<b>39,941</b>	<b>40,007</b>	<b>43,041</b>	<b>43,041</b>
<b>Net Total</b>		<b>1,242,392</b>	<b>1,242,392</b>	<b>1,256,979</b>	<b>1,272,132</b>

# Costing Center Summary

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*Costing Center: PROFESSIONAL & AUDIT FEES*

**Previous Costing Center:** PROFESSIONAL & AUDIT  
FEES

**Budget Year:** 2017

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 0022

**Department:** FINANCE

**Approved:** No

**Stage:** Council Review

**Manager:** Val Rochelle 729-2223

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## Description:

This cost center reflects the costs incurred with respect to regular audit fees and special fees when auditors are consulted or engaged for projects outside their regular duties.

## Comments:

The City engages its auditors for five year terms. The current term expires in 2020.  
Services included in the current contract are:  
Consolidated Financial Statements  
Compensation Disclosure Report  
Federal Gas Tax Report  
50/50 Transit Funding Partnership

## Outlook:

# Costing Center Summary

Costing Center: PROFESSIONAL & AUDIT FEES

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52264    AUDITING FEES	37,422	43,200	45,360	47,520
52265    SPECIAL AUDIT FEES		0	0	0
Contract Services Total	37,422	43,200	45,360	47,520
	<b>37,422</b>	<b>43,200</b>	<b>45,360</b>	<b>47,520</b>
<b>Net Total</b>	<b>(37,422)</b>	<b>(43,200)</b>	<b>(45,360)</b>	<b>(47,520)</b>

# Costing Center Summary

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*Costing Center: RESIDENT ASSISTANCE*

**Previous Costing Center:** RESIDENT ASSISTANCE

**Budget Year:** 2017

**Division:** PUBLIC HEALTH AND  
WELFARE SERVICES

**Accounting Reference:** 1442

**Department:** TREASURY - Welfare

**Approved:** No

**Stage:** Council Review

**Manager:** Val Rochelle 729-2223

---

## Description:

This cost center covers the City's annual contribution under the one-tier system of income assistance.

## Comments:

The one-tier system began in 2004/2005. At that time the Province calculated the City's contribution to the system. The contribution has remained static ever since.

## Outlook:

There has been no correspondence on this issue since its inception. It is expected that if the contribution amounts are to change in the future there will be some negotiation on the issue.

# Costing Center Summary

Costing Center: RESIDENT ASSISTANCE

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52211    WELFARE	267,032	267,032	267,032	267,032
Contract Services Total	267,032	267,032	267,032	267,032
	<b>267,032</b>	<b>267,032</b>	<b>267,032</b>	<b>267,032</b>
<b>Net Total</b>	<b>(267,032)</b>	<b>(267,032)</b>	<b>(267,032)</b>	<b>(267,032)</b>



# Costing Center Summary

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Costing Center: TAX REVENUES

**Previous Costing Center:** TAX REVENUES

**Budget Year:** 2017

**Division:** GENERAL GOVERNMENT  
SERVICES - Taxes and

**Accounting Reference:** 2443

**Department:** TREASURY - Fiscal

**Approved:** No

**Stage:** Council Review

**Manager:** Val Rochelle 729-2223

---

## Description:

This cost center reflects the funds raised by the municipal portion of the mill rate levy on Real and Personal Property as well as local improvement frontage levies.

## Comments:

The expense portion of this cost centre includes:

Tax credits related to the Renaissance District Tax Credit program – 8 active properties and 2 pending completion of renovations;

Tax credits to property owners as a result of the annexation of land from the RM of Cornwallis – 8 properties, final year is 2020;

Discounts for prepayment of property taxes.

## Outlook:

# Costing Center Summary

Costing Center: TAX REVENUES

		2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>					
Property Taxes					
41420	REAL PROPERTY TAXES	38,742,179	38,742,400	39,840,880	43,450,239
41422	FRONTAGE LEVIES	89,232	89,232	89,233	0
41433	PERSONAL PROPERTY - RP	22,302	22,289	22,530	0
41440	BUSINESS	118,003	118,003	119,808	0
41450	REAL PROPERTY SUPP TAXES	1,178,020	2,057,493	1,400,000	1,300,000
41480	ARREARS TAX PENALTY	265,000	258,000	263,160	271,055
41484	CURRENT YEAR TAX PENALTY	240,000	247,000	255,000	260,100
48430	PERSONAL PROPERTY - GIL	161,781	161,686	163,431	0
48500	TAX REVENUES FEDERAL GOVT	327,553	327,367	330,527	0
48510	TAX REVENUES PROVINCIAL GOVT	1,755,174	1,754,178	1,791,544	0
59486	TAX WRITE OFFS		(300,456)	0	0
Property Taxes Total		42,899,244	43,477,192	44,276,113	45,281,394
		<b>42,899,244</b>	<b>43,477,192</b>	<b>44,276,113</b>	<b>45,281,394</b>
<b>Expenditures</b>					
Grants and Contributions					
55442	TAX CREDITS	45,304	52,294	52,066	37,978
55450	RM OF CORNWALLIS	1,963	1,729	0	0
Grants and Contributions Total		47,267	54,023	52,066	37,978
Other					
59216	DISCOUNT	114,000	141,629	130,000	130,000
Other Total		114,000	141,629	130,000	130,000
Reserve Appropriation					
58548	TAX RESERVE	8,659	7,590	6,828	0
Reserve Appropriation Total		8,659	7,590	6,828	0
		<b>169,926</b>	<b>203,242</b>	<b>188,894</b>	<b>167,978</b>
<b>Net Total</b>		<b>42,729,318</b>	<b>43,273,951</b>	<b>44,087,219</b>	<b>45,113,416</b>

# Costing Center Summary

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Costing Center: UNCONDITIONAL GRANT REVENUES

**Previous Costing Center:** UNCONDITIONAL GRANT  
REVENUES

**Budget Year:** 2017

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 2447

**Department:** FINANCE

**Approved:** No

**Stage:** Council Review

**Manager:** Val Rochelle 729-2223

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## Description:

This cost center reflects the three unconditional grants received from the Provincial Government.

- 1) Building Manitoba/Tax Sharing is a per capita grant.
- 2) General Support is based on the prior year's salary costs.
- 3) Municipal Programs grant was previously called the Video Lottery Terminal Grant.

## Comments:

The actual receipts for the Building Manitoba Fund and Municipal Programs have remained at the same level since 2013 and an equal amount has been budgeted in 2017.

## Outlook:

# Costing Center Summary

Costing Center: UNCONDITIONAL GRANT REVENUES

		2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>					
Unconditional Government Transfers					
43540	PROVINCIAL BUILDING MB	7,306,783	7,306,783	7,306,783	7,306,783
43545	PROVINCIAL MUNICIPAL PROGRAMS	672,142	672,142	672,142	672,142
43550	PROVINCIAL GENERAL SUPPORT	870,000	874,778	880,000	890,000
Unconditional Government Transfers Total		8,848,925	8,853,703	8,858,925	8,868,925
		<b>8,848,925</b>	<b>8,853,703</b>	<b>8,858,925</b>	<b>8,868,925</b>
<b>Net Total</b>		<b>(8,848,925)</b>	<b>8,853,703</b>	<b>8,858,925</b>	<b>8,868,925</b>

# Costing Center Summary

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Costing Center: INFORMATION TECHNOLOGY

**Previous Costing Center:** INFORMATION  
TECHNOLOGY

**Budget Year:** 2017

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 0031

**Department:** INFORMATION  
TECHNOLOGY

**Approved:** No

**Stage:** Council Review

**Manager:** Todd Burton 729-2297

---

## Description:

This cost center captures the administrative and operational costs associated with the Information Technology department.

## Comments:

The I.T. Department looks after all software packages for the city, which include:

Diamond - Enterprise Resource Planning (ERP) system

Avanti - Human Resources and Payroll system

CityWorks for asset management

City View for permitting

ESRI (Environmental Systems Research Institute) for mapping

Class for recreational bookings

and numerous other applications.

The department performs custom development of highly specialized applications and interfaces, as well as looking after 25+ corporate websites and a social media presence. Over 350 desktop computers and laptops are maintained on a complex Cisco based network of fibre optic cable and wireless links, as well as over 100 servers, and over 300 VOIP (voice over internet phone) phones.

Support is provided to all City departments including Police, Fire, and Provincial 911.

The department strives to maintain a current IT infrastructure that can be effectively leveraged to assist the city in providing cost effective services. Technology is critical in ensuring the needs of the citizens of Brandon are met.

## Outlook:

The department will continue to focus on keeping our infrastructure current and on exploring areas that will give our clients more value.

We will monitor the industry to see what trends are emerging and how they can be leveraged for the city. Specific areas include security, online citizen services, and mobile computing.

# Costing Center Summary

Costing Center: INFORMATION TECHNOLOGY

		2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>					
Other Income					
42988	MISCELLANEOUS REVENUE	3,000	3,000	3,000	3,000
Other Income Total		3,000	3,000	3,000	3,000
		<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Expenditures</b>					
Benefits					
51122	BOOT ALLOWANCE	0	0	0	0
Benefits Total		0	0	0	0
Contract Services					
52019	CONSULTING FEES	45,000	43,750	36,000	46,000
52028	GENERAL INSURANCE	46	46	45	46
52054	MAINT OF EQUIP EXT	32,000	30,000	32,000	32,600
52292	SOFTWARE LICENSES & MTNCE	761,505	696,505	756,120	794,000
52305	CONTRACTED COMPUTER MAINT.	154,000	129,000	157,700	166,000
Contract Services Total		992,551	899,301	981,865	1,038,646
Equipment Purchases					
54410	EQUIPMENT PURCHASES	166,000	181,000	166,000	169,000
54411	NETWORK EQUIPMENT	50,600	75,600	50,600	51,600
Equipment Purchases Total		216,600	256,600	216,600	220,600
Materials and Supplies					
54099	PARTS AND MATERIALS	3,870	4,070	4,300	4,400
54103	GASOLINE #2 (VEHICLE)	550	1,150	900	920
54118	OFFICE SUPPLIES	4,600	4,600	4,600	4,700
54323	INSURANCE DEDUCTIBLE		0	0	0
Materials and Supplies Total		9,020	9,820	9,800	10,020
Other					
51141	TRAINING & DEVELOPMENT COSTS	28,000	28,000	28,000	28,500
59048	LUNCHEONS	500	500	500	510
59059	MEMBERSHIP	400	400	400	410
59080	INTERNAL EQUIPMENT RENTAL	2,200	2,200	2,500	2,500
59138	BUSINESS TRAVEL	6,000	3,400	6,000	6,100
59139	CONFERENCE COSTS	13,000	13,000	13,000	13,250
59993	EQUIPMENT CAPITAL CONTRIBUTION	6,000	6,000	5,072	5,072
Other Total		56,100	53,500	55,472	56,342
Reserve Appropriation					
58506	OFFICE EQUIPMENT B/L 3656	50,000	50,000	0	0
58539	TECHNOLOGY RESERVE B/L 7162	0	0	150,000	150,000
Reserve Appropriation Total		50,000	50,000	150,000	150,000
Salaries and Wages					
51083	REGULAR SALARIES	1,246,281	1,236,281	1,292,789	1,322,885

# Costing Center Summary

## Costing Center: INFORMATION TECHNOLOGY

51084	OVERTIME SALARIES	40,000	40,000	40,000	41,000
Salaries and Wages Total		1,286,281	1,276,281	1,332,789	1,363,885
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES		200	0	0
59334	INTERNAL CHARGES	(15,315)	(15,815)	(16,130)	(16,455)
59997	TRANSFER FR RESERVES		0	0	0
Transfers to/from Internal Accounts Total		(15,315)	(15,615)	(16,130)	(16,455)
Utilities					
53130	TELEPHONE	10,854	12,854	9,395	9,400
53295	RADIO COSTS	41,900	43,150	45,000	49,500
59134	DATA COMMUNICATIONS	43,908	43,908	41,003	41,800
Utilities Total		96,662	99,912	95,398	100,700
		<b>2,691,898</b>	<b>2,629,798</b>	<b>2,825,135</b>	<b>2,923,737</b>
<b>Net Total</b>		<b>(2,688,898)</b>	<b>(2,626,798)</b>	<b>(2,822,135)</b>	<b>(2,920,737)</b>

# Costing Center Summary

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*Costing Center: ACCESSIBILITY*

**Previous Costing Center:** ACCESSIBILITY

**Budget Year:** 2017

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 2473

**Department:** EMERGENCY  
COORDINATION

**Approved:** No

**Stage:** Council Review

**Manager:** Brian Kayes 729-2239

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## Description:

This cost center captures administrative expenses for the City's accessibility plan. This cost center is new to the budget for 2017.

## Comments:

The Accessibility for Manitobans Act, enacted by the Province of Manitoba in 2013 requires the Province, Municipalities, and various agencies to have in place an accessibility plan. The content of the City's 2017 plan focuses on meeting the Accessible Customer Service Standard Regulation and outlines how City departments will provide service delivery to persons impacted by barriers. In order to complete the objectives of the 2017 plan, the City will incur administrative expenses for things such as the training of staff, advertising, and translation services.

## Outlook:

It is planned that The Accessibility for Manitobans Act will enact a new standard for employment accessibility in 2017 and will add a new standard every two years until 2023. These will include: accessible information and communication, accessible built environment, and accessible transportation.



# Costing Center Summary

Costing Center: ACCESSIBILITY

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52020    PROFESSIONAL FEES	0	0	1,600	1,600
Contract Services Total	0	0	1,600	1,600
Other				
51141    TRAINING & DEVELOPMENT COSTS	0	0	8,000	8,000
59003    ADVERTISING	0	0	10,000	5,000
59048    LUNCHEONS	0	0	200	200
59138    BUSINESS TRAVEL	0	0	500	500
Other Total	0	0	18,700	13,700
	<b>0</b>	<b>0</b>	<b>20,300</b>	<b>15,300</b>
<b>Net Total</b>	<b>0</b>	<b>0</b>	<b>(20,300)</b>	<b>(15,300)</b>

# Costing Center Summary

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*Costing Center: INSURANCE EXPENSES*

**Previous Costing Center:** INSURANCE EXPENSES

**Budget Year:** 2017

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 0060

**Department:** EMERGENCY  
COORDINATION

**Approved:** No

**Stage:** Council Review

**Manager:** Brian Kayes 729-2239

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## Description:

This cost center includes the costs of general insurance for losses or damages of buildings, contents, and/or other City assets. The City also carries liability insurance for third-party claims.

## Comments:

Specific insurance costs are allocated to the operating departments, as well as the Utility Fund, wherever possible. All insurance costs which cannot be otherwise allocated remain in this cost center.

## Outlook:

# Costing Center Summary

Costing Center: *INSURANCE EXPENSES*

		2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>					
Contract Services					
52028	GENERAL INSURANCE	119,856	135,245	117,922	120,281
52029	LIABILITY INSURANCE	193,452	193,324	179,768	183,363
52030	FIDELITY INSURANCE	5,788	5,538	5,684	5,798
52035	ACCIDENT INSURANCE	1,215	1,305	738	753
52229	INSUR RECOV - WATER		0	0	0
52230	INSUR RECOV - SEWAGE		0	0	0
52307	LEASED VEHICLES		0	0	0
Contract Services Total		320,311	335,412	304,112	310,195
Other					
52155	REBATES OR SURCHARGES	(25,000)	(81,529)	(35,000)	(35,700)
Other Total		(25,000)	(81,529)	(35,000)	(35,700)
Transfers to/from Internal Accounts					
52997	INSURANCE PREMIUM RECOVERIES	(164,045)	(160,689)	(166,989)	(170,328)
Transfers to/from Internal Accounts Total		(164,045)	(160,689)	(166,989)	(170,328)
		<b>131,266</b>	<b>93,194</b>	<b>102,123</b>	<b>104,167</b>
<b>Net Total</b>		<b>(131,266)</b>	<b>(93,194)</b>	<b>(102,123)</b>	<b>(104,167)</b>

# Costing Center Summary

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*Costing Center: RISK AND EMERGENCY MANAGEMENT*

**Previous Costing Center:** RISK AND EMERGENCY  
MANAGEMENT

**Budget Year:** 2017

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 2472

**Department:** EMERGENCY  
COORDINATION

**Approved:** No

**Stage:** Council Review

**Manager:** Brian Kayes 729-2239

---

## Description:

This cost center captures the administrative costs for the Risk and Emergency Management Department.

## Comments:

On the Emergency Management front, the Director of Risk and Emergency Management facilitates, develops, and manages two interrelated networks. One network is internal and operates within the City organization and is structured around the Brandon Emergency Plan to ensure preparedness for emergency response. The second operates as a partnership with various businesses and agencies within the community and is most commonly known as the Brandon Emergency Support Team (BEST). This partnership provides resources for public information, supports response activities and is a knowledge resource for planning. Approximately 20% of these costs are expected to be recovered through industry memberships in the Brandon Emergency Support Team. This covers the costs associated with conducting a full scale emergency exercise as well as emergency preparedness promotional activities and materials. The Brandon Emergency Alerting Program (BEAP) continues to monitor development within the city and is prepared to expand the number of siren stations (currently 11) to accommodate growth. BEAP also continues to enhance overall community awareness and acceptance of this emergency notification system.

The Risk Management Program provides expertise in insurance claims management for both the City's General Insurance and Vehicle Insurance portfolios. The Risk Management Coordinator and Clerk will continue to raise the profile of risk management so that it will be a component of any City activity. This will encompass increased inspections; capturing and utilizing data to understand and compare risk situations; making recommendations to reduce risk exposure on City property and during City activities; providing training to employees and assisting departments in managing claims.

The Director of Risk and Emergency Management will continue to provide leadership for the City's Accessibility Program. It is anticipated that it will gain increasing prominence throughout the City as more provincial legislation is introduced, managed and incorporated into the City's culture.

## Outlook:

# Costing Center Summary

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## *Costing Center: RISK AND EMERGENCY MANAGEMENT*

It is expected that growth in the Emergency Management Program will continue at a slow but steady pace as many aspects of the program mature. Community based exercises and other programs will continue. One siren station will be added in 2017 and it is anticipated that the City will require 13 to 15 emergency siren stations (an increase of 1-3 units) for the system to be fully effective based on anticipated future growth.

Through education and training the Risk Management Program in 2017 will continue to move the City on a path to utilizing organizational risk management processes. Public education and awareness will further expose residents to a better understanding of their risk management responsibilities.

# Costing Center Summary

Costing Center: RISK AND EMERGENCY MANAGEMENT

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	0	0	0	0
Income from Enterprises Total	0	0	0	0
Other Income				
42999 REVENUE	40,000	42,600	45,000	45,000
Other Income Total	40,000	42,600	45,000	45,000
User Fees and Sales of Goods				
42142 MERCHANDISE SALES	0	100	0	0
User Fees and Sales of Goods Total	0	100	0	0
	<b>40,000</b>	<b>42,700</b>	<b>45,000</b>	<b>45,000</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	0	70	0	0
Benefits Total	0	70	0	0
Capital Contribution				
10300 CAPITAL PROJECTS	0	0	0	42,000
Capital Contribution Total	0	0	0	42,000
Contract Services				
52015 CONTRACTS		2,350	0	0
52028 GENERAL INSURANCE	140	140	140	143
Contract Services Total	140	2,490	140	143
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	1,370	0	0
Equipment Purchases Total	0	1,370	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	2,770	2,770	1,500	1,500
54103 GASOLINE #2 (VEHICLE)	1,500	1,500	1,650	1,700
Materials and Supplies Total	4,270	4,270	3,150	3,200
Other				
51141 TRAINING & DEVELOPMENT COSTS	3,800	2,300	4,320	2,750
59014 WORK ORDERS		0	0	0
59048 LUNCHEONS	200	200	200	200
59059 MEMBERSHIP	360	360	280	255
59080 INTERNAL EQUIPMENT RENTAL	3,100	3,100	4,000	4,000
59098 SUBSCRIPTIONS	425	0	0	0
59138 BUSINESS TRAVEL	684	2,800	1,814	1,934
59139 CONFERENCE COSTS	2,500	2,500	3,900	3,900
59156 PUBLIC EDUCATION	30,000	30,000	35,000	35,000
59256 EMERGENCY ALERT SYSTEM	3,000	5,209	3,000	3,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	6,000	6,000	4,754	4,754

# Costing Center Summary

## Costing Center: RISK AND EMERGENCY MANAGEMENT

Other Total		50,069	52,469	57,268	55,793
Salaries and Wages					
51083	REGULAR SALARIES	175,465	213,050	245,997	330,618
51084	OVERTIME SALARIES		86	0	0
51231	INTERNAL SALARIES		0	0	0
Salaries and Wages Total		175,465	213,136	245,997	330,618
Utilities					
53046	POWER	2,900	2,450	2,500	2,500
53130	TELEPHONE	1,916	3,450	2,402	2,402
Utilities Total		4,816	5,900	4,902	4,902
		<b>234,759</b>	<b>279,704</b>	<b>311,457</b>	<b>436,656</b>
Net Total		<b>(194,759)</b>	<b>(237,004)</b>	<b>(266,457)</b>	<b>(391,656)</b>

# Costing Center Summary

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Costing Center: *ENGINEERING SERVICES*

**Previous Costing Center:** ENGINEERING  
SERVICES

**Division:** TRANSPORTATION  
SERVICES

**Department:** ENGINEERING  
SERVICES

**Stage:** Council Review

**Budget Year:** 2017

**Accounting Reference:** 0132

**Approved:** No

**Manager:** Patrick Pulak 729-2477

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## Description:

This costing center captures all costs associated with operating the Engineering Section of Development Services.

## Comments:

The continuing reorganization of the department and the redefining of priorities had lead and will continue to lead to more efficient methods of delivery of service especially in the area of development. The restructuring of development services has redefined Engineering's core services as infrastructure maintenance, construction, and planning as well as utility operations.

## Outlook:



# Costing Center Summary

Costing Center: ENGINEERING SERVICES

		2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>					
Conditional Government Transfers					
43510	PROVINCIAL GOV'T	15,000	0	0	0
43640	PROV. GRANT-IN-AID		0	0	0
43643	MUNICIPAL ROADS IMPROVEMENT PROGRAM	400,000	374,172	400,000	400,000
43660	PROVINCIAL OTHER		0	0	0
44500	FEDERAL GOV'T	2,487,894	2,487,894	2,487,579	2,606,035
Conditional Government Transfers Total		2,902,894	2,862,066	2,887,579	3,006,035
Income from Enterprises					
49388	ORGANIZATIONS/FOUNDATIONS	0	0	0	0
49390	DEVELOPER CONTRIBUTIONS	0	0	0	0
Income from Enterprises Total		0	0	0	0
Other Income					
45999	REVENUE	0	0	0	0
Other Income Total		0	0	0	0
Permits, Licenses and Fines					
45001	DRIVEWAY APPROACH PERMIT	9,600	9,600	11,500	11,500
45002	CROSSING PERMIT	11,550	12,500	12,500	12,800
45251	FOOTING & GRADING	12,100	13,500	12,500	12,800
Permits, Licenses and Fines Total		33,250	35,600	36,500	37,100
		<b>2,936,144</b>	<b>2,897,666</b>	<b>2,924,079</b>	<b>3,043,135</b>
<b>Expenditures</b>					
Benefits					
51010	MISC EMPLOYEE ALLOWANCE		0	0	0
51122	BOOT ALLOWANCE	950	901	800	800
51123	PROTECTIVE CLOTHING	1,000	1,000	1,000	1,000
Benefits Total		1,950	1,901	1,800	1,800
Capital Contribution					
10300	CAPITAL PROJECTS	0	40,465	0	0
Capital Contribution Total		0	40,465	0	0
Contract Services					
52015	CONTRACTS	11,000	130,845	25,000	0
52019	CONSULTING FEES	50,600	61,669	209,600	30,000
52028	GENERAL INSURANCE	0	0	510	520
52069	PRINTING COSTS	9,200	9,200	12,500	12,500
52696	FLOOD CONTRACTS		0	0	0
Contract Services Total		70,800	201,714	247,610	43,020
Equipment Purchases					
54410	EQUIPMENT PURCHASES	0	0	0	0
Equipment Purchases Total		0	0	0	0
Materials and Supplies					

# Costing Center Summary

## Costing Center: ENGINEERING SERVICES

54099	PARTS AND MATERIALS	13,500	19,500	15,000	15,000
54103	GASOLINE #2 (VEHICLE)	19,230	19,230	20,600	0
54118	OFFICE SUPPLIES	15,000	9,000	9,000	9,000
Materials and Supplies Total		47,730	47,730	44,600	24,000
Other					
51141	TRAINING & DEVELOPMENT COSTS	8,000	16,000	9,000	9,000
59003	ADVERTISING	0	8,451	1,000	1,000
59048	LUNCHEONS	1,000	2,500	2,200	2,200
59059	MEMBERSHIP	5,000	5,013	5,000	5,000
59080	INTERNAL EQUIPMENT RENTAL	22,700	24,500	25,200	25,200
59098	SUBSCRIPTIONS	0	2,450	2,500	2,500
59138	BUSINESS TRAVEL	1,000	1,500	1,000	1,000
59139	CONFERENCE COSTS	9,000	5,500	10,500	10,500
59241	SPECIAL PROGRAMS	45,000	45,000	45,000	45,000
59993	EQUIPMENT CAPITAL CONTRIBUTION	50,900	58,028	48,304	48,304
Other Total		142,600	168,942	149,704	149,704
Reserve Appropriation					
58520	CAPITAL DEVELOPMENT B/L 4976	200,000	200,000	100,000	100,000
58522	STORM SEWERS B/L 3835	200,000	200,000	50,000	350,000
58523	DIKING/FLOOD CONTROL B/L 4923	200,000	200,000	200,000	200,000
58531	8TH STR BRIDGE B/L 6661		0	0	0
58559	GENERAL GAS TAX RESERVE B/L	2,487,894	2,487,894	2,487,579	2,606,035
Reserve Appropriation Total		3,087,894	3,087,894	2,837,579	3,256,035
Salaries and Wages					
51083	REGULAR SALARIES	1,095,188	965,188	905,958	919,593
51084	OVERTIME SALARIES	4,000	4,000	6,000	6,000
51090	SHIFT DIFFERENTIAL		6	0	0
Salaries and Wages Total		1,099,188	969,194	911,958	925,593
Transfers to/from Internal Accounts					
59997	TRANSFER FR RESERVES	(60,000)	(45,000)	(60,000)	(45,000)
Transfers to/from Internal Accounts Total		(60,000)	(45,000)	(60,000)	(45,000)
Utilities					
53130	TELEPHONE	23,500	23,500	19,095	19,095
Utilities Total		23,500	23,500	19,095	19,095
		<b>4,413,662</b>	<b>4,496,340</b>	<b>4,152,346</b>	<b>4,374,247</b>
<b>Net Total</b>		<b>(1,477,518)</b>	<b>(1,598,674)</b>	<b>(1,228,267)</b>	<b>(1,331,112)</b>

# Costing Center Summary

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Costing Center: GENERAL RECONSTRUCTION PROJECT

**Previous Costing Center:** GENERAL  
RECONSTRUCTION

**Division:** TRANSPORTATION  
SERVICES

**Department:** ENGINEERING  
SERVICES

**Stage:** Council Review

**Budget Year:** 2017

**Accounting Reference:** 3957

**Approved:** No

**Manager:** Patrick Pulak 729-2477

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## Description:

This costing center is the source of funds for reconstruction work done on streets and roads. The funds are generated by Property Taxes and do not include Utility or Grant revenue. The reconstruction work consists of larger scale work where complete blocks are reconstructed.

## Comments:

## Outlook:

# Costing Center Summary

Costing Center: GENERAL RECONSTRUCTION PROJECT

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Capital Contribution				
10300    CAPITAL PROJECTS	850,000	850,000	350,000	350,000
Capital Contribution Total	850,000	850,000	350,000	350,000
Transfers to/from Internal Accounts				
59997    TRANSFER FR RESERVES	(525,000)	(525,000)	(50,000)	(25,000)
Transfers to/from Internal Accounts Total	(525,000)	(525,000)	(50,000)	(25,000)
	<b>325,000</b>	<b>325,000</b>	<b>300,000</b>	<b>325,000</b>
<b>Net Total</b>	<b>(325,000)</b>	<b>(325,000)</b>	<b>(300,000)</b>	<b>(325,000)</b>

# Costing Center Summary

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*Costing Center: SIDEWALK & CURB PROJECTS*

**Previous Costing Center:** SIDEWALK & CURB  
PROJECTS

**Division:** TRANSPORTATION  
SERVICES

**Department:** ENGINEERING  
SERVICES

**Stage:** Council Review

**Budget Year:** 2017

**Accounting Reference:** 2482

**Approved:** No

**Manager:** Patrick Pulak 729-2477

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## Description:

This budget provides the funds to install new sidewalks as well as repair existing curbs and sidewalks in conjunction with the street resurfacing program.

## Comments:

## Outlook:

The continuation of the Gas Tax Revenue in the future will continue to fund the construction of missing sidewalks.

# Costing Center Summary

Costing Center: SIDEWALK & CURB PROJECTS

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Capital Contribution				
52010    TRANSFER TO TCA	0	0	0	0
Capital Contribution Total	0	0	0	0
Contract Services				
52015    CONTRACTS	275,000	130,000	335,000	255,000
Contract Services Total	275,000	130,000	335,000	255,000
Salaries and Wages				
51083    REGULAR SALARIES		0	0	0
51084    OVERTIME SALARIES	0	20,000	20,000	20,000
Salaries and Wages Total	0	20,000	20,000	20,000
Transfers to/from Internal Accounts				
59997    TRANSFER FR RESERVES	(125,000)	0	(125,000)	(125,000)
Transfers to/from Internal Accounts Total	(125,000)	0	(125,000)	(125,000)
	<b>150,000</b>	<b>150,000</b>	<b>230,000</b>	<b>150,000</b>
<b>Net Total</b>	<b>(150,000)</b>	<b>(150,000)</b>	<b>(230,000)</b>	<b>(150,000)</b>

# Costing Center Summary

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*Costing Center: STREET RESURFACING PROJECTS*

**Previous Costing Center:** STREET RESURFACING  
PROJECTS

**Budget Year:** 2017

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 2481

**Department:** ENGINEERING  
SERVICES

**Approved:** No

**Stage:** Council Review

**Manager:** Patrick Pulak 729-2477

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## Description:

This costing center allows for the resurfacing of paved streets. A number of resurfacing techniques are applied including grinding and removing the old asphalt and applying new asphalt, applying a chip seal and overlaying existing streets with asphalt to name a few.

## Comments:

This budget recognizes the limit of what can be done in a season by a contractor in Brandon. Programming is prioritized with other Gas Tax funded projects contained in the capital plan.

## Outlook:

# Costing Center Summary

Costing Center: STREET RESURFACING PROJECTS

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	2,000,000	1,882,000	2,230,000	2,000,000
Contract Services Total	2,000,000	1,882,000	2,230,000	2,000,000
Salaries and Wages				
51083    REGULAR SALARIES	0	0	0	0
51084    OVERTIME SALARIES	0	18,000	0	0
Salaries and Wages Total	0	18,000	0	0
Transfers to/from Internal Accounts				
59997    TRANSFER FR RESERVES	(1,100,000)	(1,000,000)	(1,100,000)	(1,100,000)
Transfers to/from Internal Accounts Total	(1,100,000)	(1,000,000)	(1,100,000)	(1,100,000)
	<b>900,000</b>	<b>900,000</b>	<b>1,130,000</b>	<b>900,000</b>
<b>Net Total</b>	<b>(900,000)</b>	<b>(900,000)</b>	<b>(1,130,000)</b>	<b>(900,000)</b>



# Costing Center Summary

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Costing Center: BUILDING SAFETY

**Previous Costing Center:** BUILDING SAFETY

**Budget Year:** 2017

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 0270

**Department:** PLANNING - Inspections

**Approved:** No

**Stage:** Council Review

**Manager:** Coenraad Fourie

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## Description:

This costing center highlights the revenues generated by building permits, plumbing permits, and other permits issued under the authority of the Building By-law. Expenditures to support the functions of the Building Safety department include salaries, inspector vehicles, training & development and administrative costs.

## Comments:

Permit revenue forecasts were made using five year averages combined with increases to fee types and fee costs. Through the Development Services Division restructuring regular salaries have increased in this cost center but will decrease in other cost centers within the Division. Implementation of the additional CityView modules will be completed in 2017 and will greatly enhance customer service and allow for new opportunities to generate revenue in 2018. Through the Special Program Contracts line, this budget continues to support the Division's citizen engagement initiative including education and information sessions for both the general public and for industry.

## Outlook:

There is need to enhance the permitting system in order to improve the efficiency of the delivery of customer service and to improve transparency as well as access to information. Amendments to the multiple by-laws should be completed early in 2017.

# Costing Center Summary

Costing Center: BUILDING SAFETY

		2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>					
Other Income					
42559	PRIVATE WORK		426	0	0
42988	MISCELLANEOUS REVENUE		200	0	0
Other Income Total			626	0	0
Permits, Licenses and Fines					
45514	BUILDING PERMITS	874,397	874,397	972,347	984,621
45515	PLUMBING PERMITS	71,282	71,282	88,496	89,545
45516	OCCUPANCY PERMITS	12,700	12,700	12,000	12,000
45532	VACANT/DERELICT BLDG PERMITS	10,000	13,744	20,000	22,000
45538	ORDER ISSUANCE FEES	5,000	10,000	10,000	10,000
Permits, Licenses and Fines Total		973,379	982,123	1,102,843	1,118,166
User Fees and Sales of Goods					
42535	INSPECTIONS & MILEAGE FEES	114,739	114,739	116,726	129,061
42539	CONTRACT INSPECTIONS		0	0	0
User Fees and Sales of Goods Total		114,739	114,739	116,726	129,061
		<b>1,088,118</b>	<b>1,097,488</b>	<b>1,219,569</b>	<b>1,247,227</b>
<b>Expenditures</b>					
Benefits					
51122	BOOT ALLOWANCE	880	880	1,100	1,100
51123	PROTECTIVE CLOTHING	0	0	800	800
51146	CLOTHING ALLOWANCE	800	800	0	0
Benefits Total		1,680	1,680	1,900	1,900
Contract Services					
52015	CONTRACTS	2,760	2,760	2,640	2,640
52020	PROFESSIONAL FEES	500	1,526	1,000	1,000
52057	SPEC PROG CONTRACTS	10,000	0	10,000	10,000
52069	PRINTING COSTS	2,500	1,000	2,000	2,000
52387	BANK PROCESSING FEES	15,500	22,013	19,447	19,692
Contract Services Total		31,260	27,299	35,087	35,332
Equipment Purchases					
54410	EQUIPMENT PURCHASES	4,200	10,944	5,000	3,500
59036	SAFETY EQUIPMENT	350	350	350	350
Equipment Purchases Total		4,550	11,294	5,350	3,850
Materials and Supplies					
54022	SPEC PROG PARTS & MATERIALS		1,268	0	0
54099	PARTS AND MATERIALS	5,150	5,150	15,575	6,000
54103	GASOLINE #2 (VEHICLE)	4,257	4,257	4,367	4,500
Materials and Supplies Total		9,407	10,675	19,942	10,500
Other					
51141	TRAINING & DEVELOPMENT COSTS	22,514	27,242	23,953	25,000

# Costing Center Summary

<i>Costing Center: BUILDING SAFETY</i>					
59003	ADVERTISING	500	0	500	500
59025	SPEC PROG ADVERTISING		0	0	0
59059	MEMBERSHIP	950	950	700	800
59080	INTERNAL EQUIPMENT RENTAL	14,000	14,000	17,500	17,500
59138	BUSINESS TRAVEL	500	500	500	500
59139	CONFERENCE COSTS	4,204	4,204	4,289	5,000
59207	CASH OVER/SHORT		0	0	0
59993	EQUIPMENT CAPITAL CONTRIBUTION	42,000	39,872	26,740	26,740
Other Total		84,668	86,768	74,182	76,040
Salaries and Wages					
51083	REGULAR SALARIES	1,018,254	920,385	1,016,664	1,036,724
51084	OVERTIME SALARIES	20,000	14,000	20,000	20,000
51183	SPECIAL OP - SALARIES		3,500	0	0
51185	SPECIAL OP - OVERTIME		1,930	0	0
51231	INTERNAL SALARIES		0	0	0
Salaries and Wages Total		1,038,254	939,815	1,036,664	1,056,724
Utilities					
53130	TELEPHONE	8,500	8,500	14,208	14,208
Utilities Total		8,500	8,500	14,208	14,208
		1,178,319	1,086,031	1,187,333	1,198,554
Net Total		(90,201)	11,457	32,236	48,673

# Costing Center Summary

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Costing Center: HERITAGE ADMINISTRATION

**Previous Costing Center:** HERITAGE  
ADMINISTRATION

**Budget Year:** 2017

**Division:** REGIONAL PLANNING &  
DEVELOPMENT

**Accounting Reference:** 2557

**Department:** PLANNING

**Approved:** No

**Stage:** Council Review

**Manager:** Coenraad Fourie

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## Description:

This cost center is utilized to capture costs associated with heritage initiatives and heritage conservation, including Municipal Heritage Tax Credits as per By-Law No. 6740, Doors Open and the Plaques program.

## Comments:

The City of Brandon has made a commitment to the development of heritage initiatives and policies for heritage conservation in our community through the endorsement of the Heritage Resources Management Plan, which is implemented by the Brandon Municipal Heritage Advisory Committee (MHAC). The Brandon Heritage Management Plan was scaled back due to the City's adoption of the Culture Plan. The Culture Plan has incorporated a lot of the broader heritage-themed goals, objectives and policies. The Heritage Management Plan will therefore be action-focused, with the actions identified in the Heritage Management Plan to be generally consistent with the Culture Plan.

This budget includes funding for a 14-week summer student to administer and deliver the Doors Open Brandon Heritage Tour and to research heritage opportunities and projects for the community.

## Outlook:

New approaches to the annual Doors Open Program, the Heritage Tax Credit Program, and the plaques program began in 2016 and will continue to be improved upon in 2017 and 2018 to ensure the promotion of historic preservation while providing fiscal sustainability to the programs.

# Costing Center Summary

Costing Center: HERITAGE ADMINISTRATION

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Conditional Government Transfers				
43660 PROVINCIAL OTHER	2,000	2,260	2,000	2,000
44565 FEDERAL OTHER	4,200	5,880	4,200	4,200
Conditional Government Transfers Total	6,200	8,140	6,200	6,200
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	1,000	2,450	1,000	1,000
Income from Enterprises Total	1,000	2,450	1,000	1,000
	<b>7,200</b>	<b>10,590</b>	<b>7,200</b>	<b>7,200</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE		17	0	0
Benefits Total		17	0	0
Contract Services				
52015 CONTRACTS		0	0	0
52019 CONSULTING FEES		4,239	0	0
52020 PROFESSIONAL FEES	600	0	800	800
52057 SPEC PROG CONTRACTS	1,575	975	1,000	1,000
52059 SPEC PROG PRINTING	1,350	1,394	1,350	1,350
52063 SPEC PROG SECURITY	220	0	120	120
52069 PRINTING COSTS	50	0	50	50
Contract Services Total	3,795	6,608	3,320	3,320
Equipment Purchases				
54410 EQUIPMENT PURCHASES	250	0	150	150
Equipment Purchases Total	250	0	150	150
Materials and Supplies				
54022 SPEC PROG PARTS & MATERIALS	250	1,314	450	450
54099 PARTS AND MATERIALS	19,000	5,650	4,000	4,000
Materials and Supplies Total	19,250	6,964	4,450	4,450
Other				
59003 ADVERTISING	800	350	1,150	1,150
59025 SPEC PROG ADVERTISING	900	1,957	1,700	1,700
59027 SPEC PROG LUNCHEONS	700	0	700	700
59028 SPEC PROG BUSINESS TRAVEL		65	0	0
59059 MEMBERSHIP	115	115	115	115
59157 REGIONAL HERITAGE INITIATIVE	2,766	2,766	2,322	2,822
Other Total	5,281	5,253	5,987	6,487
Salaries and Wages				
51083 REGULAR SALARIES	8,566	8,566	12,265	12,594
51084 OVERTIME SALARIES		0	0	0
Salaries and Wages Total	8,566	8,566	12,265	12,594

# Costing Center Summary

*Costing Center: HERITAGE ADMINISTRATION*

## Utilities

53130	TELEPHONE	440	214	440	440
Utilities Total		440	214	440	440
		37,582	27,622	26,612	27,441
Net Total		(30,382)	(17,032)	(19,412)	(20,241)

# Costing Center Summary

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Costing Center: *PLANNING AND DEVELOPMENT*

**Previous Costing Center:** PLANNING AND  
DEVELOPMENT

**Budget Year:** 2017

**Division:** REGIONAL PLANNING &  
DEVELOPMENT

**Accounting Reference:** 0273

**Department:** PLANNING

**Approved:** No

**Stage:** Council Review

**Manager:** Coenraad Fourie

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## Description:

This costing center highlights revenue generated by land use applications including conditional uses, variances, subdivisions, rezoning, and development plan amendment applications. Expenses associated with this cost center include salaries, benefits, and administrative costs, and the cost of providing services to BAPD. Also included in the expenses are the costs for the preparation and operation of Planning Commission, and planning initiatives including, secondary plans and fiscal impact analysis.

## Comments:

Through the Development Services Division restructuring Regular Salaries have increased in this cost center and there will be offsetting decreases in other cost centers within the Division. Through the Special Program Contracts line, this budget continues to support the Division's citizen engagement initiative including education and information sessions for both the general public and for industry.

## Outlook:

With the goal to better serve our residents, planning will be actively involved in implementing the new on-line application system, and further integrating planning and engineering functions. Planning initiatives for 2017 will focus on implementing existing plans for South Brandon, the North Gateway, the Industrial Area and the Downtown Hub.

# Costing Center Summary

Costing Center: PLANNING AND DEVELOPMENT

		2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>					
Other Income					
42988	MISCELLANEOUS REVENUE	26,272	28,072	26,797	28,137
Other Income Total		26,272	28,072	26,797	28,137
Permits, Licenses and Fines					
42514	MOBILE SIGN FEES	1,350	2,970	2,250	2,250
42518	VARIANCE	10,399	10,399	9,900	10,100
42519	CONDITIONAL USE APPLICATIONS	11,180	11,180	13,000	13,260
42533	SUBDIVISION APPLICATIONS	5,880	5,880	8,500	8,500
42534	SUBDIVISION LOT FEE	32,625	9,991	23,175	24,975
42540	SECONDARY PLAN AMENDMENTS	0	1,500	1,800	1,800
42546	DEVELOPMENT PERMITS	43,720	43,720	50,899	53,444
42547	URBAN DESIGN REVIEW	4,000	5,750	8,000	8,000
45538	ORDER ISSUANCE FEES	1,000	2,000	1,000	1,000
Permits, Licenses and Fines Total		110,154	93,390	118,524	123,329
User Fees and Sales of Goods					
42517	ZONING BYLAW AMENDMENTS	6,300	10,500	7,200	7,800
42536	DEVELOPMENT PLAN AMENDMENTS		0	0	0
42537	ZONING MEMORANDUMS	3,825	6,865	5,000	5,000
User Fees and Sales of Goods Total		10,125	17,365	12,200	12,800
		<b>146,551</b>	<b>138,827</b>	<b>157,521</b>	<b>164,266</b>
<b>Expenditures</b>					
Benefits					
51122	BOOT ALLOWANCE	0	0	110	0
Benefits Total		0	0	110	0
Contract Services					
52015	CONTRACTS		0	0	0
52019	CONSULTING FEES	65,000	131,771	122,770	65,000
52020	PROFESSIONAL FEES	1,000	1,500	1,000	1,000
52057	SPEC PROG CONTRACTS	15,000	4,047	15,000	15,000
52069	PRINTING COSTS	2,000	2,000	2,000	1,500
52172	PLANNING DISTRICT BOARD	87,520	87,520	87,520	89,270
52387	BANK PROCESSING FEES	80	80	100	100
52759	SECURITY	1,200	800	1,200	1,200
Contract Services Total		171,800	227,718	229,590	173,070
Equipment Purchases					
54410	EQUIPMENT PURCHASES	5,000	13,963	5,000	4,000
Equipment Purchases Total		5,000	13,963	5,000	4,000
Materials and Supplies					
54022	SPEC PROG PARTS & MATERIALS		195	0	0
54099	PARTS AND MATERIALS	7,000	7,000	7,000	7,000



# Costing Center Summary

## Costing Center: PLANNING AND DEVELOPMENT

54103	GASOLINE #2 (VEHICLE)	500	250	300	300
54136	PLANNING COMMISSION	2,000	500	2,000	2,000
Materials and Supplies Total		9,500	7,945	9,300	9,300
Other					
51141	TRAINING & DEVELOPMENT COSTS	8,874	19,674	10,159	10,362
59003	ADVERTISING	3,000	4,500	4,000	4,000
59025	SPEC PROG ADVERTISING		536	0	0
59048	LUNCHEONS	360	1,740	1,860	2,000
59059	MEMBERSHIP	2,415	2,661	4,032	4,072
59080	INTERNAL EQUIPMENT RENTAL	1,800	1,800	1,800	1,800
59138	BUSINESS TRAVEL	200	200	800	800
59139	CONFERENCE COSTS	13,600	5,600	12,477	12,727
59993	EQUIPMENT CAPITAL CONTRIBUTION	5,000	5,000	5,000	5,000
Other Total		35,249	41,711	40,128	40,761
Salaries and Wages					
51026	INDEMNITY & HONORARIUM	5,000	4,200	5,000	5,000
51083	REGULAR SALARIES	742,445	665,269	776,815	796,456
51084	OVERTIME SALARIES	6,000	3,550	6,000	6,000
51185	SPECIAL OP - OVERTIME		222	0	0
Salaries and Wages Total		753,445	673,241	787,815	807,456
Transfers to/from Internal Accounts					
59997	TRANSFER FR RESERVES	0	0	(66,770)	0
Transfers to/from Internal Accounts Total		0	0	(66,770)	0
Utilities					
53025	HEAT		0	0	0
53046	POWER		0	0	0
53130	TELEPHONE	3,030	3,030	5,165	5,217
53150	WATER		0	0	0
Utilities Total		3,030	3,030	5,165	5,217
		978,024	967,608	1,010,338	1,039,804
Net Total		(831,473)	(828,781)	(852,817)	(875,538)

# Costing Center Summary

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Costing Center: *PARKING LOTS*

**Previous Costing Center:** PARKING LOTS

**Budget Year:** 2017

**Division:** REGIONAL PLANNING &  
DEVELOPMENT

**Accounting Reference:** 1056

**Department:** DEVELOPMENT  
SERVICES - Property

**Approved:** No

**Stage:** Council Review

**Manager:** Coenraad Fourie

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## Description:

This cost center reflects the revenues and expenses relating to City owned parking lots in the downtown area.

## Comments:

The City has 172 parking stalls available for monthly rental and the 7th Street-000 Blk lot which is metered. The most significant cost reflected in this account is for the snow clearing contract.

## Outlook:

# Costing Center Summary

Costing Center: PARKING LOTS

		2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>					
User Fees and Sales of Goods					
42242	7TH ST-000 BLK-METERED	2,500	1,950	2,500	2,500
42687	PARKING STALLS	95,000	77,000	80,742	89,920
User Fees and Sales of Goods Total		97,500	78,950	83,242	92,420
		<b>97,500</b>	<b>78,950</b>	<b>83,242</b>	<b>92,420</b>
<b>Expenditures</b>					
Contract Services					
52015	CONTRACTS	18,750	18,750	18,750	18,750
52089	COMMISSION		0	0	0
Contract Services Total		18,750	18,750	18,750	18,750
Materials and Supplies					
54099	PARTS AND MATERIALS	2,500	0	1,500	1,500
Materials and Supplies Total		2,500	0	1,500	1,500
Utilities					
53046	POWER	2,800	2,000	2,080	2,165
Utilities Total		2,800	2,000	2,080	2,165
		<b>24,050</b>	<b>20,750</b>	<b>22,330</b>	<b>22,415</b>
<b>Net Total</b>		<b>73,450</b>	<b>58,200</b>	<b>60,912</b>	<b>70,005</b>

# Costing Center Summary

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Costing Center: *PROPERTY ADMINISTRATION*

**Previous Costing Center:** PROPERTY  
ADMINISTRATION

**Budget Year:** 2017

**Division:** REGIONAL PLANNING &  
DEVELOPMENT

**Accounting Reference:** 0272

**Department:** DEVELOPMENT  
SERVICES - Property

**Approved:** No

**Stage:** Council Review

**Manager:** Coenraad Fourie

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## Description:

This cost center captures the administrative costs associated with the acquisition, management, and disposal of municipal properties. Expenses include general administrative costs, survey fees, and rent offsetting grants provided to service organizations. Revenues include leases of lands, development agreements, easements, and sales of Municipally owned properties.

## Comments:

Property matters continue to be an integral component of any municipality and continue to grow in complexity and outside costs.

The 2017 budget includes an allocation of \$90,000 for a Community Centers Needs Assessment.

## Outlook:

The Property section is continuing to work with our Land Transaction Policy & Procedure with a full review of assets in 2017. We are also continuing to work with our Land & Building Lease Policy with a focus on property taxes applicable to leases. Both of the policy fee structures continue to be monitored.

# Costing Center Summary

Costing Center: *PROPERTY ADMINISTRATION*

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Income from Enterprises				
49391 CAPITAL RES CONTRIBUTION		0	0	0
49392 PARKS RES CONTRIBUTION		0	0	0
Income from Enterprises Total		0	0	0
Other Income				
42988 MISCELLANEOUS REVENUE	1,250	603	1,000	1,000
Other Income Total	1,250	603	1,000	1,000
Permits, Licenses and Fines				
42728 EASEMENTS	19,000	21,400	21,000	22,000
Permits, Licenses and Fines Total	19,000	21,400	21,000	22,000
User Fees and Sales of Goods				
42468 ART GALLERY OF SW MANITOBA	217,844	217,844	222,201	226,645
42703 BRANDON NEIGHBORHOOD RENEWAL		0	0	0
42704 638 PRINCESS AVE	0	0	30,462	88,000
42732 100 BLACK STREET	7,086	7,086	4,560	4,560
42733 WESTMAN COMMUNICATIONS GROUP	522	522	532	543
42734 MASTERFEEDS RENTAL	793	793	809	825
42738 900 BLK 17TH ST	14,602	7,302	14,602	14,602
42739 LAGOON PROPERTY	4,030	4,030	4,030	4,030
42742 REGIONAL LIBRARY	202,457	209,344	220,200	231,057
42744 WESTBRAN	33,075	33,075	33,736	34,412
42746 CELL TOWER RENTAL	5,160	5,353	5,547	5,547
42747 VETERANS WAY LEASE	3,173	3,173	3,236	3,301
42749 1820 PACIFIC AVE LEASE	4,773	2,500	2,500	2,500
45367 DEVELOPMENT AGREEMENTS	9,375	4,875	4,500	4,500
49166 LANE/STREET CLOSURES		0	0	0
49370 LAND INVENTORY - COG		0	0	0
49371 LAND SALES	25,000	0	89,260	25,000
User Fees and Sales of Goods Total	527,890	495,897	636,175	645,522
	<b>548,140</b>	<b>517,900</b>	<b>658,175</b>	<b>668,522</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	3,770	10,099	6,588	6,588
52019 CONSULTING FEES	0	0	25,000	0
52028 GENERAL INSURANCE		0	0	0
Contract Services Total	3,770	10,099	31,588	6,588
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	80,744	80,744	84,883	0
57439 DEBENTURE INTEREST	8,488	8,488	4,350	0
Debenture Debt Servicing Costs Total	89,232	89,232	89,233	0

# Costing Center Summary

## Costing Center: PROPERTY ADMINISTRATION

### Grants and Contributions

55458	REGIONAL LIBRARY	598,581	605,468	616,325	631,788
55477	ART GALLERY OF SW MANITOBA	217,844	217,844	222,201	226,645

Grants and Contributions Total		816,425	823,312	838,526	858,433
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### Materials and Supplies

54099	PARTS AND MATERIALS	250	400	300	300
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Materials and Supplies Total		250	400	300	300
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### Other

51141	TRAINING & DEVELOPMENT COSTS	6,074	6,074	5,816	3,878
59003	ADVERTISING	1,000	1,275	1,000	1,000
59048	LUNCHEONS		0	0	0
59059	MEMBERSHIP	332	629	597	622
59128	PROPERTY TAXES	63,670	63,902	62,057	62,057
59138	BUSINESS TRAVEL	0	0	250	250
59139	CONFERENCE COSTS		972	0	0
59206	SURVEY FEES	42,000	32,335	8,000	8,000
59283	APPLICATION FEES	2,000	2,000	2,000	2,000
59507	LAND MAINTENANCE (PROPERTY)	0	3,800	500	500

Other Total		115,076	110,987	80,220	78,307
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### Reserve Appropriation

58520	CAPITAL DEVELOPMENT B/L 4976		0	0	0
58537	PARKS RESERVE B/L		0	0	0

Reserve Appropriation Total			0	0	0
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### Salaries and Wages

51083	REGULAR SALARIES	209,843	209,843	254,778	257,563
51084	OVERTIME SALARIES		0	0	0

Salaries and Wages Total		209,843	209,843	254,778	257,563
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### Utilities

53130	TELEPHONE	645	1,072	1,655	1,655
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Utilities Total		645	1,072	1,655	1,655
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		1,235,241	1,244,945	1,296,300	1,202,846
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Net Total		(687,101)	(727,045)	(638,125)	(534,324)
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# Costing Center Summary

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Costing Center: BRANDON MUNICIPAL AIRPORT

**Previous Costing Center:** BRANDON MUNICIPAL  
AIRPORT

**Division:** TRANSPORTATION  
SERVICES - Airport

**Department:** AIRPORT

**Stage:** Council Review

**Budget Year:** 2017

**Accounting Reference:** 1725

**Approved:** No

**Manager:** Carla Richardson 729-2594

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## Description:

This account reflects the costs and revenues associated with air-side and ground-side operations/maintenance for the Brandon Municipal Airport including requirements associated with meeting Transport Canada certification standards and supporting passenger air service. The Brandon Municipal Airport is heavily regulated by Civil Aviation Regulations and is audited annually by Transport Canada to ensure proper policies and procedures are being followed in order to maintain the airport certification for aerodromes.

## Comments:

The Brandon Municipal Airport serves and builds community by providing and maintaining the infrastructure required to support and encourage air industry activity to the Westman area, including passenger air service, civil aviation, air training and the services that support these activities. By maintaining and improving this Civic asset, citizens and visitors to the Westman area enjoy the option to travel by air with WestJet.

For those who do not utilize the air service directly, a number of ancillary benefits are realized as well. These include increased business activity spurred by commercial air activity, availability of air ambulance services and increased economic activity related to noncommercial aviation activity.

## Outlook:

For 2017, expenses and revenues are based on additional service provided by WestJet with the second flight to Calgary being offered three times a week and with the expanded terminal building. Increased costs are primarily for necessary staffing requirements to ensure operational coverage and additional runway maintenance supplies such as de-icing chemical and replacement brooms for sweeper. It is also anticipated that there will be an increase in expenses for cleaning, heating and power for the larger terminal.

Starting in 2018 this cost center will include debt servicing principal and interest costs for the Terminal Redevelopment Project, which is a twenty (20) year debenture.

# Costing Center Summary

Costing Center: BRANDON MUNICIPAL AIRPORT

		2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>					
Conditional Government Transfers					
43510	PROVINCIAL GOV'T		0	0	0
44500	FEDERAL GOV'T		0	0	0
Conditional Government Transfers Total			0	0	0
Other Income					
42988	MISCELLANEOUS REVENUE	6,600	14,741	1,945	0
42994	RECOVERIES OTHER	40,000	30,000	33,000	36,000
49368	SALE PROCEEDS - EQUIPMENT		3,502	0	0
Other Income Total		46,600	48,243	34,945	36,000
User Fees and Sales of Goods					
42194	BUILDING RENTALS	68,800	48,800	45,800	46,000
42195	ROOM RENTALS		0	0	0
42304	LANDINGS-OTHER	36,000	24,000	24,000	24,720
42305	CUSTOMS FEES - AIRPORT		0	0	0
42314	SNOW REMOVAL FEES	8,400	9,403	10,785	10,785
42317	LAND-INDUSTRIAL	35,351	36,851	38,328	38,593
42321	LAND-AGRICULTURAL	16,403	14,855	15,060	15,268
42322	TRAINING REVENUE	7,900	8,100	7,200	7,500
42342	MUSEUM USER FEE	1,500	1,500	1,500	1,500
42469	LANDINGS-AIRLINE	62,780	58,280	42,247	44,000
42470	AIRPORT IMPROVEMENT FEE	252,939	168,939	197,495	203,000
42472	TERMINAL FEES	104,262	71,262	52,642	55,000
42473	FUEL CONCESSION REVENUE	4,500	4,500	4,615	4,753
User Fees and Sales of Goods Total		598,835	446,490	439,672	451,119
		<b>645,435</b>	<b>494,733</b>	<b>474,617</b>	<b>487,119</b>
<b>Expenditures</b>					
Benefits					
51122	BOOT ALLOWANCE	660	780	728	728
51123	PROTECTIVE CLOTHING	0	0	600	650
51124	TOOL ALLOWANCE	0	150	360	60
51285	MEDICALS	60	0	70	80
Benefits Total		720	930	1,758	1,518
Contract Services					
52015	CONTRACTS	150,185	141,025	132,438	145,000
52028	GENERAL INSURANCE	3,399	3,399	3,813	3,889
52032	VEHICLE INSURANCE	7,010	6,676	7,200	7,500
52054	MAINT OF EQUIP EXT	1,700	3,000	3,000	3,500
Contract Services Total		162,294	154,100	146,451	159,889
Debenture Debt Servicing Costs					
57438	DEBENTURE PRINCIPAL		0	0	139,093



# Costing Center Summary

## Costing Center: BRANDON MUNICIPAL AIRPORT

57439	DEBENTURE INTEREST		0	0	286,419
Debenture Debt Servicing Costs Total			0	0	425,512
Equipment Purchases					
54410	EQUIPMENT PURCHASES	0	1,123	3,000	3,000
Equipment Purchases Total		0	1,123	3,000	3,000
Materials and Supplies					
54022	SPEC PROG PARTS & MATERIALS	5,000	3,000	5,000	6,000
54052	MAINT OF BUILD EXT	5,500	3,250	8,000	10,000
54099	PARTS AND MATERIALS	20,000	30,000	30,000	32,000
54102	PETROLEUM PRODUCTS	4,000	2,300	3,500	3,600
54103	GASOLINE #2 (VEHICLE)	2,350	3,650	7,500	8,000
54104	DIESEL (VEHICLE)	20,000	17,000	20,000	23,000
54106	FUEL-TRAINING	4,200	0	3,000	4,000
54107	CHEMICALS	37,100	34,021	29,000	30,000
54118	OFFICE SUPPLIES	950	225	500	600
54128	GASOLINE (OPERATING)		0	0	0
54129	DIESEL (OPERATING)		0	0	0
Materials and Supplies Total		99,100	93,446	106,500	117,200
Other					
51141	TRAINING & DEVELOPMENT COSTS	9,500	12,380	11,300	12,000
59003	ADVERTISING	3,100	2,600	4,200	4,000
59014	WORK ORDERS		0	0	0
59080	INTERNAL EQUIPMENT RENTAL	25,000	25,000	8,000	8,000
59138	BUSINESS TRAVEL	500	200	250	250
59139	CONFERENCE COSTS	3,000	1,090	0	0
59339	EQUIPMENT MAINTENANCE	35,000	32,000	24,000	25,000
59993	EQUIPMENT CAPITAL CONTRIBUTION	24,720	24,720	9,393	9,393
Other Total		100,820	97,990	57,143	58,643
Reserve Appropriation					
58507	BDN MUNICIPAL AIRPORT B/L 6353	236,392	141,232	0	0
58535	AIRPORT IMPROVEMENT B/L 7161	0	0	183,670	185,000
Reserve Appropriation Total		236,392	141,232	183,670	185,000
Salaries and Wages					
51083	REGULAR SALARIES	421,300	411,950	479,332	491,921
51084	OVERTIME SALARIES	18,000	15,000	18,000	20,000
51090	SHIFT DIFFERENTIAL	4,000	3,000	3,376	4,000
Salaries and Wages Total		443,300	429,950	500,708	515,921
Transfers to/from Internal Accounts					
59997	TRANSFER FR RESERVES		0	0	0
Transfers to/from Internal Accounts Total			0	0	0
Utilities					
53025	HEAT	25,000	15,000	45,000	48,000
53046	POWER	22,500	30,000	35,000	35,000
53130	TELEPHONE	2,900	3,900	3,239	3,239
53150	WATER	1,625	1,300	2,100	2,500
53295	RADIO COSTS	650	1,125	1,080	1,080
Utilities Total		52,675	51,325	86,419	89,819

# Costing Center Summary

Costing Center: BRANDON MUNICIPAL AIRPORT				
	1,095,301	970,096	1,085,649	1,556,503
Net Total	(449,866)	(475,363)	(611,032)	(1,069,384)

# Costing Center Summary

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*Costing Center: 208 22ND ST N*

**Previous Costing Center:** 208 22ND ST N

**Budget Year:** 2017

**Division:** REGIONAL PLANNING &  
DEVELOPMENT

**Accounting Reference:** 0805

**Department:** BUILDING MAINTENANCE  
- Property

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This is a 2400 sq. ft. single storey wood frame structure built on grade, located at 208 22nd Street North.

## Comments:

Renovations are expected to be completed in the fall of 2017 to retro fit the building for the skating oval and rugby change rooms and washrooms.

## Outlook:

# Costing Center Summary

Costing Center: 208 22ND ST N

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52028    GENERAL INSURANCE		0	0	0
Contract Services Total		0	0	0
Materials and Supplies				
54099    PARTS AND MATERIALS	200	0	100	100
Materials and Supplies Total	200	0	100	100
Utilities				
53046    POWER	8,000	1,800	2,000	6,000
53150    WATER	130	30	140	150
Utilities Total	8,130	1,830	2,140	6,150
	<b>8,330</b>	<b>1,830</b>	<b>2,240</b>	<b>6,250</b>
<b>Net Total</b>	<b>(8,330)</b>	<b>(1,830)</b>	<b>(2,240)</b>	<b>(6,250)</b>

# Costing Center Summary

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*Costing Center: BLDG & STRUCT SUPERVISION*

**Previous Costing Center:** BLDG & STRUCT  
SUPERVISION

**Budget Year:** 2017

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 5605

**Department:** BUILDING MAINTENANCE  
- Gen Gov

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This cost center is for the administrative costs of the Building and Traffic Section of the Operations Division.

## Comments:

The Building Maintenance section provides maintenance for various buildings through out the City of Brandon.

## Outlook:

# Costing Center Summary

Costing Center: BLDG & STRUCT SUPERVISION

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Other Income				
42999    REVENUE		0	0	0
Other Income Total		0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>				
Benefits				
51122    BOOT ALLOWANCE	1,053	1,094	1,100	1,100
51123    PROTECTIVE CLOTHING	850	850	1,000	1,000
51285    MEDICALS	140	67	140	140
Benefits Total	2,043	2,011	2,240	2,240
Contract Services				
52015    CONTRACTS	1,000	571	790	790
52028    GENERAL INSURANCE	0	0	6	6
Contract Services Total	1,000	571	796	796
Equipment Purchases				
54410    EQUIPMENT PURCHASES		2,332	0	0
Equipment Purchases Total		2,332	0	0
Materials and Supplies				
54099    PARTS AND MATERIALS	2,000	1,302	1,500	1,500
54103    GASOLINE #2 (VEHICLE)	12,500	12,500	12,500	12,500
54104    DIESEL (VEHICLE)	1,100	1,240	1,500	1,500
Materials and Supplies Total	15,600	15,042	15,500	15,500
Other				
51141    TRAINING & DEVELOPMENT COSTS	1,000	139	250	250
59080    INTERNAL EQUIPMENT RENTAL	25,400	25,400	27,400	27,400
59993    EQUIPMENT CAPITAL CONTRIBUTION	46,650	46,650	53,719	53,719
Other Total	73,050	72,189	81,369	81,369
Salaries and Wages				
51083    REGULAR SALARIES	662,008	656,008	692,981	692,981
51084    OVERTIME SALARIES	10,000	14,344	10,000	10,000
51090    SHIFT DIFFERENTIAL		4	0	0
Salaries and Wages Total	672,008	670,356	702,981	702,981
Utilities				
53130    TELEPHONE	4,300	5,500	4,742	4,742
53295    RADIO COSTS	320	320	300	300
Utilities Total	4,620	5,820	5,042	5,042
	<b>768,321</b>	<b>768,321</b>	<b>807,928</b>	<b>807,928</b>
<b>Net Total</b>	<b>(768,321)</b>	<b>(768,321)</b>	<b>(807,928)</b>	<b>(807,928)</b>

# Costing Center Summary

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*Costing Center: CIVIC ADMIN BUILDING - 410 9th STREET*

**Previous Costing Center:** CIVIC ADMIN BUILDING -  
410 9th STREET

**Budget Year:** 2017

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 0047

**Department:** BUILDING MAINTENANCE  
- Gen Gov

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This account covers costs related to operation and maintenance of the Civic Administration Building located at 410-9th Street.

## Comments:

The City Manager, Mayor, and City Clerk offices, Human Resources, Finance, Economic Development and Information Technology operate from this location.

## Outlook:

# Costing Center Summary

Costing Center: CIVIC ADMIN BUILDING - 410 9th STREET

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	57,232	73,551	59,575	59,599
52028 GENERAL INSURANCE	4,262	4,262	4,283	4,369
52755 CLEANING CONTRACT		0	0	0
Contract Services Total	61,494	77,813	63,858	63,968
Materials and Supplies				
54099 PARTS AND MATERIALS	25,200	8,881	15,000	15,000
Materials and Supplies Total	25,200	8,881	15,000	15,000
Reserve Appropriation				
58536 MUNICIPAL BLDG MAINT B/L 4368	85,000	85,000	85,000	85,000
Reserve Appropriation Total	85,000	85,000	85,000	85,000
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES		0	0	0
Transfers to/from Internal Accounts Total		0	0	0
Utilities				
53025 HEAT	45,000	28,000	45,000	46,500
53046 POWER	80,100	71,100	73,000	77,575
53150 WATER	6,455	4,455	7,490	8,014
Utilities Total	131,555	103,555	125,490	132,089
	<b>303,249</b>	<b>275,249</b>	<b>289,348</b>	<b>296,057</b>
<b>Net Total</b>	<b>(303,249)</b>	<b>(275,249)</b>	<b>(289,348)</b>	<b>(296,057)</b>



# Costing Center Summary

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*Costing Center: CIVIC COMPLEX (A. R. MCDIARMID BUILDING)*

**Previous Costing Center:** CIVIC COMPLEX (A. R.  
MCDIARMID BUILDING)

**Budget Year:** 2017

**Division:** REGIONAL PLANNING &  
DEVELOPMENT

**Accounting Reference:** 0802

**Department:** BUILDING MAINTENANCE  
- Property

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This cost center covers costs related to the operations and maintenance of the civic complex located at 638 Princess Avenue.

## Comments:

This building was built in 1966 and renovated in 2014 to meet the operating needs of the City. The main floor is approximately 60,000 sq. feet and is occupied by Development Services (Engineering, Planning & Building Safety, Property), Risk & Emergency Management, Community Services and a Youth Center. The lower level has a backup site for 911 Services and storage. The City is currently looking to lease out the remaining space on the lower level.

This cost center includes the debt servicing principal and interest costs for the building retrofit, which is a ten (10) year debenture expiring in 2026.

## Outlook:

# Costing Center Summary

Costing Center: CIVIC COMPLEX (A. R. MCDIARMID BUILDING)

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	70,268	125,679	61,454	61,676
52028 GENERAL INSURANCE	2,693	2,693	2,709	2,763
Contract Services Total	72,961	128,372	64,163	64,439
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	86,747	0	156,644	161,344
57439 DEBENTURE INTEREST	117,500	0	53,873	49,173
Debenture Debt Servicing Costs Total	204,247	0	210,517	210,517
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	2,000	0
Equipment Purchases Total	0	0	2,000	0
Materials and Supplies				
54099 PARTS AND MATERIALS	9,000	13,393	12,000	12,000
54323 INSURANCE DEDUCTIBLE		2,500	0	0
Materials and Supplies Total	9,000	15,893	12,000	12,000
Other				
52231 INSURANCE RECOVERIES		451	0	0
Other Total		451	0	0
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES		4,296	0	0
59997 TRANSFER FR RESERVES		0	0	0
Transfers to/from Internal Accounts Total		4,296	0	0
Utilities				
53046 POWER	64,446	66,446	69,198	71,523
53130 TELEPHONE	350	344	350	350
53150 WATER	710	955	767	821
Utilities Total	65,506	67,745	70,315	72,694
	<b>351,714</b>	<b>216,757</b>	<b>358,995</b>	<b>359,650</b>
<b>Net Total</b>	<b>(351,714)</b>	<b>(216,757)</b>	<b>(358,995)</b>	<b>(359,650)</b>

# Costing Center Summary

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*Costing Center: CIVIC SERVICES COMPLEX - 900 RICHMOND AVENUE*

**Previous Costing Center:** CIVIC SERVICES  
COMPLEX - 900

**Budget Year:** 2017

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0136

**Department:** BUILDING MAINTENANCE  
- Transportation Serv

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This account covers the operating and maintenance costs of the building at 900 Richmond Avenue East and the salt shed/sand storage building. The internal recovery is funded through the garage and is reflected in the rates charged by the garage.

## Comments:

This building was built in 1987.

## Outlook:

# Costing Center Summary

Costing Center: CIVIC SERVICES COMPLEX - 900 RICHMOND AVENUE

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	18,114	28,699	21,588	21,611
52028 GENERAL INSURANCE	5,105	5,105	5,569	5,680
Contract Services Total	23,219	33,804	27,157	27,291
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	2,500	0
Equipment Purchases Total	0	0	2,500	0
Materials and Supplies				
54099 PARTS AND MATERIALS	18,000	14,896	16,000	16,000
Materials and Supplies Total	18,000	14,896	16,000	16,000
Other				
59050 MAINTENANCE OF GROUNDS		19	0	0
Other Total		19	0	0
Reserve Appropriation				
58533 CIVIC SERVICES COMPLEX B/L5655	85,000	85,000	75,000	75,000
Reserve Appropriation Total	85,000	85,000	75,000	75,000
Salaries and Wages				
51084 OVERTIME SALARIES		0	0	0
Salaries and Wages Total		0	0	0
Transfers to/from Internal Accounts				
59334 INTERNAL CHARGES	(232,323)	(232,323)	(229,400)	(231,156)
59997 TRANSFER FR RESERVES		0	0	0
Transfers to/from Internal Accounts Total	(232,323)	(232,323)	(229,400)	(231,156)
Utilities				
53025 HEAT	31,330	30,330	30,000	31,100
53046 POWER	64,544	57,044	67,723	69,998
53130 TELEPHONE	350	344	350	350
53150 WATER	9,880	9,880	10,670	11,417
Utilities Total	106,104	97,598	108,743	112,865
	0	(1,006)	0	0
<b>Net Total</b>	0	1,006	0	0

# Costing Center Summary

---

*Costing Center: DALY HOUSE MUSEUM MAINTENANCE*

**Previous Costing Center:** DALY HOUSE MUSEUM  
MAINTENANCE

**Budget Year:** 2017

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 4062

**Department:** BUILDING MAINTENANCE  
- Gen Gov

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

---

## Description:

This account covers maintenance to the Daly House Museum per the agreement with the Museum. The museum has approximately 2,180 square feet per floor with two and a half floors.

## Comments:

This operating budget is used to maintain the building in areas as the heating system, lighting, painting, small drywall repairs, sidewalks, eavestroughs, windows and doors, etc.

## Outlook:

# Costing Center Summary

Costing Center: DALY HOUSE MUSEUM MAINTENANCE

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS		19	0	0
52028 GENERAL INSURANCE	224	224	225	229
Contract Services Total	224	243	225	229
Materials and Supplies				
54099 PARTS AND MATERIALS	2,400	2,381	2,400	2,400
Materials and Supplies Total	2,400	2,381	2,400	2,400
	<b>2,624</b>	<b>2,624</b>	<b>2,625</b>	<b>2,629</b>
<b>Net Total</b>	<b>(2,624)</b>	<b>(2,624)</b>	<b>(2,625)</b>	<b>(2,629)</b>

# Costing Center Summary

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*Costing Center: FIRE STATION - 13TH STREET*

**Previous Costing Center:** FIRE STATION - 13TH STREET

**Budget Year:** 2017

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 0812

**Department:** BUILDING MAINTENANCE  
- Prot Serv

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

---

## Description:

The cost center covers maintenance costs for Fire Station #2 located at 13th Street & Queens Avenue.

## Comments:

#2 Fire Hall is a single storey block wall constructed building with a flat tar and gravel roof. It was built in the early to mid 1980's and houses an equipment storage bay as well as living area. There is also a second storage garage behind the main building.

## Outlook:

# Costing Center Summary

Costing Center: FIRE STATION - 13TH STREET

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	0	406	166	166
52028 GENERAL INSURANCE	431	431	433	442
Contract Services Total	431	837	599	608
Materials and Supplies				
54099 PARTS AND MATERIALS	4,050	8,659	4,000	4,000
Materials and Supplies Total	4,050	8,659	4,000	4,000
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES		0	0	0
Transfers to/from Internal Accounts Total		0	0	0
Utilities				
53025 HEAT	8,600	6,900	8,889	9,188
53046 POWER	8,165	7,965	8,439	8,723
53150 WATER	1,165	1,000	1,258	1,346
Utilities Total	17,930	15,865	18,586	19,257
	<b>22,411</b>	<b>25,361</b>	<b>23,185</b>	<b>23,865</b>
<b>Net Total</b>	<b>(22,411)</b>	<b>(25,361)</b>	<b>(23,185)</b>	<b>(23,865)</b>



# Costing Center Summary

---

*Costing Center: FIRE STATION - 19TH STREET NORTH*

**Previous Costing Center:** FIRE STATION - 19TH  
STREET NORTH

**Budget Year:** 2017

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 0806

**Department:** BUILDING MAINTENANCE  
- Prot Serv

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

---

## Description:

This cost center covers expenses related to general maintenance of #1 Fire Hall located at 120 19th Street North.

## Comments:

#1 Fire Hall opened in 2010. This cost centre includes the debt servicing principal and interest costs which is a nineteen (19) year debenture and expires in 2030.

## Outlook:

# Costing Center Summary

Costing Center: FIRE STATION - 19TH STREET NORTH

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	12,130	14,294	12,256	12,367
52028 GENERAL INSURANCE	5,110	5,110	5,137	5,239
Contract Services Total	17,240	19,404	17,393	17,606
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	394,974	394,974	414,407	434,796
57439 DEBENTURE INTEREST	416,814	416,814	397,382	376,993
Debenture Debt Servicing Costs Total	811,788	811,788	811,789	811,789
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	4,000	0
Equipment Purchases Total	0	0	4,000	0
Materials and Supplies				
54099 PARTS AND MATERIALS	6,300	13,643	6,500	6,500
Materials and Supplies Total	6,300	13,643	6,500	6,500
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES		0	0	0
Transfers to/from Internal Accounts Total		0	0	0
Utilities				
53025 HEAT	56,838	54,838	55,048	60,722
53150 WATER	3,390	3,040	3,661	3,917
Utilities Total	60,228	57,878	58,709	64,639
	<b>895,556</b>	<b>902,713</b>	<b>898,391</b>	<b>900,534</b>
<b>Net Total</b>	<b>(895,556)</b>	<b>(902,713)</b>	<b>(898,391)</b>	<b>(900,534)</b>

# Costing Center Summary

---

Costing Center: *LIBRARY/ARTS BUILDING*

**Previous Costing Center:** LIBRARY/ARTS BUILDING

**Budget Year:** 2017

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 0808

**Department:** BUILDING MAINTENANCE  
- Gen Gov

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

---

## Description:

This account covers maintenance of the Library/Arts building at 716 Rosser Avenue.

## Comments:

This building is a wood structure with a flat tar and gravel roof, 2 storeys and lower level. The Art Gallery is housed in the second level and the Regional Library has the main floor and the lower level.

## Outlook:

The library/ arts building was fully renovated in 2003 including a new roof, electrical / plumbing systems, elevator, and HVAC. There is a carpet replacement scheduled in 2017.

# Costing Center Summary

Costing Center: LIBRARY/ARTS BUILDING

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	19,688	27,440	19,667	19,685
52028 GENERAL INSURANCE	3,057	3,057	3,073	3,135
Contract Services Total	22,745	30,497	22,740	22,820
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL		0	0	0
Debenture Debt Servicing Costs Total		0	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	8,000	4,088	7,000	7,000
Materials and Supplies Total	8,000	4,088	7,000	7,000
Reserve Appropriation				
58526 LIBRARY/ARTS MAINT B/L 5259	50,000	50,000	50,000	50,000
Reserve Appropriation Total	50,000	50,000	50,000	50,000
Utilities				
53025 HEAT	20,000	17,500	20,000	22,739
53046 POWER	54,628	49,128	50,000	54,000
53130 TELEPHONE	550	560	564	564
53150 WATER	1,245	1,395	1,507	1,612
Utilities Total	76,423	68,583	72,071	78,915
	<b>157,168</b>	<b>153,168</b>	<b>151,811</b>	<b>158,735</b>
<b>Net Total</b>	<b>(157,168)</b>	<b>(153,168)</b>	<b>(151,811)</b>	<b>(158,735)</b>

# Costing Center Summary

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*Costing Center: PARKS BUILDINGS*

**Previous Costing Center:** PARKS BUILDINGS

**Budget Year:** 2017

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 0152

**Department:** BUILDING MAINTENANCE  
- Gen Gov

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

---

## Description:

This cost center captures the operating costs of the parks complex at 2020 McGregor Avenue. The building houses a garage area, administrative offices, and several green houses.

## Comments:

The parks complex was built in 1990 and is in good condition.

## Outlook:

# Costing Center Summary

Costing Center: PARKS BUILDINGS

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Capital Contribution				
10300    CAPITAL PROJECTS	0	386	30,000	40,000
Capital Contribution Total		386	30,000	40,000
Contract Services				
52015    CONTRACTS	9,500	7,677	7,820	7,820
52028    GENERAL INSURANCE	660	660	2,484	2,534
Contract Services Total	10,160	8,337	10,304	10,354
Materials and Supplies				
54099    PARTS AND MATERIALS	1,800	3,237	4,500	4,500
Materials and Supplies Total	1,800	3,237	4,500	4,500
Utilities				
53025    HEAT	20,000	15,000	17,072	21,367
53150    WATER	4,325	3,325	4,671	4,997
Utilities Total	24,325	18,325	21,743	26,364
	<b>36,285</b>	<b>30,285</b>	<b>66,547</b>	<b>81,218</b>
<b>Net Total</b>	<b>(36,285)</b>	<b>(30,285)</b>	<b>(66,547)</b>	<b>(81,218)</b>

# Costing Center Summary

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*Costing Center: POLICE STATION - VICTORIA AVE*

**Previous Costing Center:** POLICE STATION -  
VICTORIA AVE

**Budget Year:** 2017

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 0085

**Department:** BUILDING MAINTENANCE  
- Prot Serv

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This cost center is for the maintenance costs for the Police Station at 1020 Victoria Avenue.

## Comments:

This cost centre includes the debt servicing principal and interest costs for the construction of this facility, which is an eighteen (18) year debenture and expires in 2030.

## Outlook:

# Costing Center Summary

Costing Center: POLICE STATION - VICTORIA AVE

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	63,545	71,878	65,596	65,716
52028 GENERAL INSURANCE	4,502	4,502	4,988	5,088
Contract Services Total	68,047	76,380	70,584	70,804
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	552,160	552,160	577,008	602,973
57439 DEBENTURE INTEREST	516,426	516,426	491,579	465,613
Debenture Debt Servicing Costs Total	1,068,586	1,068,586	1,068,587	1,068,586
Materials and Supplies				
54099 PARTS AND MATERIALS	15,300	13,467	17,000	17,000
Materials and Supplies Total	15,300	13,467	17,000	17,000
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES		0	0	0
Transfers to/from Internal Accounts Total		0	0	0
Utilities				
53046 POWER	80,000	75,000	75,000	80,000
53150 WATER	2,705	1,205	2,921	3,125
Utilities Total	82,705	76,205	77,921	83,125
	<b>1,234,638</b>	<b>1,234,638</b>	<b>1,234,092</b>	<b>1,239,515</b>
<b>Net Total</b>	<b>(1,234,638)</b>	<b>(1,234,638)</b>	<b>(1,234,092)</b>	<b>(1,239,515)</b>



# Costing Center Summary

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*Costing Center: STORAGE GARAGE*

**Previous Costing Center:** STORAGE GARAGE

**Budget Year:** 2017

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0139

**Department:** BUILDING MAINTENANCE  
- Transportation Serv

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This cost center is for the operation and maintenance of the storage garage located at 900 Richmond Avenue East. The building is used to house equipment owned by Fleet Services, as well as for the Meter Repair Shop. The internal recovery is funded through the garage and is reflected in the rates charged by the garage.

## Comments:

This building is approximately 15,000 square feet (250 x 60).

## Outlook:

# Costing Center Summary

Costing Center: STORAGE GARAGE

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52028    GENERAL INSURANCE		0	0	0
Contract Services Total		0	0	0
Materials and Supplies				
54099    PARTS AND MATERIALS	2,970	4,970	3,300	3,300
Materials and Supplies Total	2,970	4,970	3,300	3,300
Transfers to/from Internal Accounts				
59001    SHOP RATE CHARGES	250	0	250	250
59334    INTERNAL CHARGES	(17,214)	(17,214)	(16,590)	(16,628)
Transfers to/from Internal Accounts Total	(16,964)	(17,214)	(16,340)	(16,378)
Utilities				
53025    HEAT	13,494	8,644	12,500	12,500
53150    WATER	500	600	540	578
Utilities Total	13,994	9,244	13,040	13,078
	0	(3,000)	0	0
<b>Net Total</b>	0	3,000	0	0

# Costing Center Summary

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Costing Center: STREET LIGHTS

**Previous Costing Center:** STREET LIGHTS

**Budget Year:** 2017

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0183

**Department:** BUILDING MAINTENANCE  
- Transportation Serv

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

---

## Description:

This cost center is for the costs associated with the maintenance and power consumption of the street lighting systems, Christmas decorations, Riverbank walk lighting, and downtown nostalgia lighting.

## Comments:

Manitoba Hydro looks after lamp replacements and upgrades to the street lights.

The 2017 budget includes \$40,000 to replace the remaining 12 to 15 Christmas light decorations on Victoria Avenue and approximately 12 - 16 on 9th & 10th Streets.

Future years will see the number of blocks extended that have lights on 18th Street, Victoria Avenue and Richmond Avenue.

## Outlook:

# Costing Center Summary

Costing Center: STREET LIGHTS

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52028    GENERAL INSURANCE		0	0	0
Contract Services Total		0	0	0
Equipment Purchases				
54410    EQUIPMENT PURCHASES	40,000	31,834	40,000	40,000
Equipment Purchases Total	40,000	31,834	40,000	40,000
Materials and Supplies				
54099    PARTS AND MATERIALS	30,000	16,226	20,000	20,000
Materials and Supplies Total	30,000	16,226	20,000	20,000
Utilities				
53046    POWER	878,680	802,680	835,000	868,000
Utilities Total	878,680	802,680	835,000	868,000
	<b>948,680</b>	<b>850,740</b>	<b>895,000</b>	<b>928,000</b>
<b>Net Total</b>	<b>(948,680)</b>	<b>(850,740)</b>	<b>(895,000)</b>	<b>(928,000)</b>

# Costing Center Summary

---

Costing Center: TEST LAB BUILDING

**Previous Costing Center:** TEST LAB BUILDING

**Budget Year:** 2017

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0801

**Department:** BUILDING MAINTENANCE  
- Transportation Serv

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

---

## Description:

This cost center is for the operation and maintenance of the Test Laboratory structure located at the Civic Services Complex.

## Comments:

The test lab is used by the Engineering Department for testing of soils, asphalt and concrete. It is a single storey wood frame structure, approximately 2,000 square feet, with a stucco finish and asphalt shingled roof. The construction date of this building is unknown.

## Outlook:

The building is in average condition.

# Costing Center Summary

Costing Center: TEST LAB BUILDING

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	0	0	490	495
Contract Services Total		0	490	495
Materials and Supplies				
54099    PARTS AND MATERIALS	600	701	200	200
Materials and Supplies Total	600	701	200	200
Utilities				
53025    HEAT	1,482	881	1,025	1,060
53150    WATER	140	80	151	162
Utilities Total	1,622	961	1,176	1,222
	<b>2,222</b>	<b>1,662</b>	<b>1,866</b>	<b>1,917</b>
<b>Net Total</b>	<b>(2,222)</b>	<b>(1,662)</b>	<b>(1,866)</b>	<b>(1,917)</b>

# Costing Center Summary

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*Costing Center: TRAFFIC SIGNALS*

**Previous Costing Center:** TRAFFIC SIGNALS

**Budget Year:** 2017

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0190

**Department:** BUILDING MAINTENANCE  
- Transportation Serv

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

---

## Description:

This cost center is for the maintenance and upgrading of all traffic signals within the jurisdiction, street line painting, and traffic signs throughout the City.

## Comments:

There are maintenance agreements with the 2 railways which have crossings within City boundaries. As the City develops there will be extra requirements for line painting and traffic signals.

## Outlook:

Different materials are constantly being considered that would raise the life expectancy of materials required with in this cost center.

# Costing Center Summary

Costing Center: TRAFFIC SIGNALS

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Other Income				
42994    RECOVERIES OTHER	5,000	5,432	6,000	6,000
Other Income Total	5,000	5,432	6,000	6,000
	<b>5,000</b>	<b>5,432</b>	<b>6,000</b>	<b>6,000</b>
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	27,318	27,318	27,335	27,335
Contract Services Total	27,318	27,318	27,335	27,335
Materials and Supplies				
54099    PARTS AND MATERIALS	125,000	90,621	110,000	110,000
Materials and Supplies Total	125,000	90,621	110,000	110,000
Reserve Appropriation				
58538    TRAFFIC CONTROL B/L 4751	5,000	5,000	0	0
Reserve Appropriation Total	5,000	5,000	0	0
Transfers to/from Internal Accounts				
59001    SHOP RATE CHARGES	0	379	500	500
Transfers to/from Internal Accounts Total	0	379	500	500
	<b>157,318</b>	<b>123,318</b>	<b>137,835</b>	<b>137,835</b>
<b>Net Total</b>	<b>(152,318)</b>	<b>(117,886)</b>	<b>(131,835)</b>	<b>(131,835)</b>



# Costing Center Summary

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*Costing Center: TRANSIT COMFORT STATION*

**Previous Costing Center:** TRANSIT COMFORT  
STATION

**Division:** TRANSPORTATION  
SERVICES - Transit

**Department:** BUILDING MAINTENANCE  
- Transit

**Stage:** Council Review

**Budget Year:** 2017

**Accounting Reference:** 0507

**Approved:** No

**Manager:** Ian Broome 729-2292

---

## Description:

This cost center is for the operating and maintenance costs of the downtown Transit Comfort Station located at the 8th street bus mall.

## Comments:

## Outlook:

This building will eventually require renovations should it continue to be used as a place of rest for the transit operators.

# Costing Center Summary

Costing Center: TRANSIT COMFORT STATION

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	3,024	3,140	3,108	3,200
52755    CLEANING CONTRACT		0	0	0
Contract Services Total	3,024	3,140	3,108	3,200
Materials and Supplies				
54099    PARTS AND MATERIALS	1,485	779	1,000	1,000
Materials and Supplies Total	1,485	779	1,000	1,000
Utilities				
53046    POWER	3,780	3,280	3,300	3,400
53150    WATER	860	1,000	929	994
Utilities Total	4,640	4,280	4,229	4,394
	<b>9,149</b>	<b>8,199</b>	<b>8,337</b>	<b>8,594</b>
<b>Net Total</b>	<b>(9,149)</b>	<b>(8,199)</b>	<b>(8,337)</b>	<b>(8,594)</b>

# Costing Center Summary

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Costing Center: *COMMUNITY DEVELOPMENT*

**Previous Costing Center:** COMMUNITY  
DEVELOPMENT

**Division:** RECREATION &  
CULTURAL SERVICES

**Department:** COMMUNITY

**Stage:** Council Review

**Budget Year:** 2017

**Accounting Reference:** 0364

**Approved:** No

**Manager:** Perry Roque 729-2170

---

## Description:

Funding in this area includes the full time staffing and administrative cost for the delivery of programs and initiatives that are included in the Special Initiatives costing centre.

## Comments:

The Community Development Office works with communities of interest to bring about social change and improve the quality of life in Brandon, often acting as a link between communities and a range of other local authority and voluntary sector providers. The Office also works to secure funding for community development activities and programs in order to ensure that the community has the necessary resources for development. Some of the main activities in this area include: researching private and public sector funding opportunities; consulting with industry and government representatives concerning eligibility requirements for funding and; preparing proposals for funding to support community development.

We also work with volunteers, seniors, youth, ethnically diverse populations, cultural and minority groups – and assist in areas such as health, recreation, arts and culture. When addressing the recreational needs and local events of the community, we are often responsible for the strategic planning, fund-raising projects, and event planning and project development. We are frequently involved in addressing inequality and our projects often target communities perceived to be culturally, economically or geographically disadvantaged.

## Outlook:

Community Development forms an integrated part of the Community Services Department. The Department helps to create “livable communities” that are sustainable. A sustainable community is one that provides ample opportunity for sociability, personal development, and community participation. Brandon’s approach to designing neighborhoods is to make a conscious effort to design a community as a whole, including the community facilities that make a place more than a set of roads flanked by houses. This is reflected in the recent adoption of the Greenspace Master Plan. Community Development’s place in the growth and development of the City is to work alongside of the residents – the people that live in the built community. We actively work at creating strategic partnerships to deliver capacity building programs to the community which in turns allows us to leverage funding and resources outside of the financial plans of the City and to offer a wide range of programming that breaks down barriers to participation. It is anticipated that Greenspace Master Plan's recommendations will begin to be implemented within the next year to 2 years which will impact the Community Development budget.

# Costing Center Summary

Costing Center: COMMUNITY DEVELOPMENT

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52069    PRINTING COSTS	4,650	6,150	6,800	6,800
Contract Services Total	4,650	6,150	6,800	6,800
Equipment Purchases				
54410    EQUIPMENT PURCHASES		0	0	0
Equipment Purchases Total		0	0	0
Materials and Supplies				
54099    PARTS AND MATERIALS	7,800	5,800	5,800	5,800
54103    GASOLINE #2 (VEHICLE)	725	875	1,000	1,000
Materials and Supplies Total	8,525	6,675	6,800	6,800
Other				
51141    TRAINING & DEVELOPMENT COSTS	3,240	2,590	3,575	3,575
59003    ADVERTISING		290	0	0
59048    LUNCHEONS	500	350	500	500
59059    MEMBERSHIP	3,300	3,300	4,910	4,910
59080    INTERNAL EQUIPMENT RENTAL	2,000	2,000	2,500	2,500
59098    SUBSCRIPTIONS	310	310	327	330
59138    BUSINESS TRAVEL	1,000	240	700	700
59139    CONFERENCE COSTS	9,200	9,200	8,200	14,700
59993    EQUIPMENT CAPITAL CONTRIBUTION	3,872	3,872	4,390	4,390
Other Total	23,422	22,152	25,102	31,605
Salaries and Wages				
51083    REGULAR SALARIES	485,216	439,216	494,655	585,011
51084    OVERTIME SALARIES	3,000	6,000	3,000	3,000
51090    SHIFT DIFFERENTIAL	0	340	100	100
Salaries and Wages Total	488,216	445,556	497,755	588,111
Transfers to/from Internal Accounts				
59997    TRANSFER FR RESERVES		0	0	0
Transfers to/from Internal Accounts Total		0	0	0
Utilities				
53130    TELEPHONE	7,000	6,000	5,440	5,440
Utilities Total	7,000	6,000	5,440	5,440
	<b>531,813</b>	<b>486,533</b>	<b>541,897</b>	<b>638,756</b>
<b>Net Total</b>	<b>(531,813)</b>	<b>(486,533)</b>	<b>(541,897)</b>	<b>(638,756)</b>

# Costing Center Summary

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Costing Center: ENVIRONMENTAL INITIATIVES

**Previous Costing Center:** ENVIRONMENTAL  
INITIATIVES

**Division:** RECREATION &  
CULTURAL SERVICES

**Department:** COMMUNITY

**Stage:** Council Review

**Budget Year:** 2017

**Accounting Reference:** 0143

**Approved:** No

**Manager:** Perry Roque 729-2170

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## Description:

This cost center exists to fund Environmental Initiatives in order to help address issues such as climate change, sustainable environments, environmental stewardship, and strategies related to reducing greenhouse gas emissions at both a community and corporate level.

## Comments:

Environmental Initiatives is a Section of Community Services which reports directly to the Director of Community Services. The operating budget is used to support the Environmental Strategic Plan as adopted by City Council in 2007 and further adopted by Council in June of 2013. Included are funds for the Environmental Strategic Plan, Green Team, Urban Forestry, Environment Committee, Enviro Expo, Earth Day and Waste Reduction School Challenge in partnership with the Brandon School Division.

This section is very cognizant of alternative funding opportunities related to the environment and is always seeking sponsorship and grants when applicable to help offset operating budgets.

## Outlook:

The area of Environmental Initiatives will only continue to expand and take on new roles and initiatives as society becomes more aware of changes to help protect our environment. The City of Brandon is well recognized for being a leader with new environmental initiatives and will continue to be environmental stewards for the citizens of Brandon. As this section continues to grow and provide a vital component to the quality of life in the City of Brandon, additional resources and support will be required to sustain this section.

# Costing Center Summary

Costing Center: ENVIRONMENTAL INITIATIVES

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Income from Enterprises				
49388    ORGANIZATIONS/FOUNDATIONS	10,000	10,889	10,000	10,000
Income from Enterprises Total	10,000	10,889	10,000	10,000
	<b>10,000</b>	<b>10,889</b>	<b>10,000</b>	<b>10,000</b>
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	33,900	30,301	10,000	10,000
52069    PRINTING COSTS		0	0	0
Contract Services Total	33,900	30,301	10,000	10,000
Materials and Supplies				
54099    PARTS AND MATERIALS	9,500	11,389	11,000	11,000
Materials and Supplies Total	9,500	11,389	11,000	11,000
Other				
51141    TRAINING & DEVELOPMENT COSTS	0	109	2,799	2,799
59003    ADVERTISING	3,000	3,600	3,600	3,600
59048    LUNCHEONS	1,000	617	1,000	1,000
59138    BUSINESS TRAVEL	500	500	700	700
59139    CONFERENCE COSTS	4,500	3,400	3,500	3,500
Other Total	9,000	8,226	11,599	11,599
Salaries and Wages				
51083    REGULAR SALARIES	88,509	88,509	91,425	91,919
51084    OVERTIME SALARIES	3,000	2,300	3,000	3,000
Salaries and Wages Total	91,509	90,809	94,425	94,919
Utilities				
53130    TELEPHONE	1,244	755	800	800
Utilities Total	1,244	755	800	800
	<b>145,153</b>	<b>141,480</b>	<b>127,824</b>	<b>128,318</b>
<b>Net Total</b>	<b>(135,153)</b>	<b>(130,591)</b>	<b>(117,824)</b>	<b>(118,318)</b>

# Costing Center Summary

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Costing Center: *SPECIAL INITIATIVES*

**Previous Costing Center:** SPECIAL INITIATIVES

**Budget Year:** 2017

**Division:** RECREATION &  
CULTURAL SERVICES

**Accounting Reference:** 1413

**Department:** COMMUNITY

**Approved:** No

**Stage:** Council Review

**Manager:** Perry Roque 729-2170

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## Description:

This cost center captures the funding and expenses for the various programs, initiatives and services delivered by the Community Development Office.

## Comments:

Funding in this area includes the initiatives and programs for:

- The operation of a Youth Centre and the Cultural Resource Centre at 638 Princess Avenue
- Community Centres
- Age Friendly (Committee of Council)
- Community Action Programs (Volunteers & Brandon in Bloom)
- Youth
- Culture
- Recreation & Sport

## Outlook:

2017 will begin the transition of the Summer Lights Festival to a "Not for Profit" group. It is also anticipated that the implementation of the Greenspace Master Plan will begin with the development of a Recreation & Sport portfolio being developed.

# Costing Center Summary

Costing Center: SPECIAL INITIATIVES

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	49,000	57,024	49,000	49,000
44500 FEDERAL GOV'T	18,000	22,778	18,000	18,000
Conditional Government Transfers Total	67,000	79,802	67,000	67,000
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	8,600	9,950	7,000	7,000
Income from Enterprises Total	8,600	9,950	7,000	7,000
Other Income				
42999 REVENUE	0	17,042	16,000	16,000
Other Income Total	0	17,042	16,000	16,000
	<b>75,600</b>	<b>106,794</b>	<b>90,000</b>	<b>90,000</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE		0	0	0
Benefits Total		0	0	0
Contract Services				
52015 CONTRACTS	133,050	146,250	139,870	130,379
52032 VEHICLE INSURANCE	0	226	65	65
52069 PRINTING COSTS	3,700	1,700	1,000	1,000
52079 BUILDING RENTAL	13,000	8,000	13,000	13,000
52081 EXTERNAL EQUIPMENT RENTAL	7,000	9,870	5,000	5,000
Contract Services Total	156,750	166,046	158,935	149,444
Equipment Purchases				
54410 EQUIPMENT PURCHASES	10,000	17,014	7,800	5,100
Equipment Purchases Total	10,000	17,014	7,800	5,100
Materials and Supplies				
54099 PARTS AND MATERIALS	91,078	75,638	88,500	92,000
54149 SUPPLIES	0	12,000	10,000	10,000
Materials and Supplies Total	91,078	87,638	98,500	102,000
Other				
51141 TRAINING & DEVELOPMENT COSTS	3,000	3,000	7,000	7,000
59003 ADVERTISING	22,500	25,000	25,305	33,740
59048 LUNCHEONS	25,000	25,000	26,575	28,375
59059 MEMBERSHIP	850	850	200	200
59080 INTERNAL EQUIPMENT RENTAL	0	0	300	300
59138 BUSINESS TRAVEL	2,500	1,000	2,540	2,540
59139 CONFERENCE COSTS	6,000	6,000	3,050	6,550
59142 REGISTRATION FEES	1,100	1,600	1,120	1,120
59427 SIGNAGE	2,000	2,000	2,000	2,000
59688 WINTER FESTIVAL		0	0	0



# Costing Center Summary

## Costing Center: SPECIAL INITIATIVES

Other Total		62,950	64,450	68,090	81,825
Salaries and Wages					
51026	INDEMNITY & HONORARIUM	3,500	5,000	1,750	2,000
51083	REGULAR SALARIES	414,430	326,030	439,643	522,261
51084	OVERTIME SALARIES	11,900	16,500	12,800	12,800
51090	SHIFT DIFFERENTIAL	0	1,870	1,000	1,000
Salaries and Wages Total		429,830	349,400	455,193	538,061
Utilities					
53130	TELEPHONE	263	263	438	438
Utilities Total		263	263	438	438
		<b>750,871</b>	<b>684,811</b>	<b>788,956</b>	<b>876,868</b>
<b>Net Total</b>		<b>(675,271)</b>	<b>(578,017)</b>	<b>(698,956)</b>	<b>(786,868)</b>

# Costing Center Summary

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*Costing Center: YMCA AQUATICS FACILITY*

**Previous Costing Center:** YMCA AQUATICS  
FACILITY

**Division:** RECREATION &  
CULTURAL SERVICES

**Department:** COMMUNITY

**Stage:** Council Review

**Budget Year:** 2017

**Accounting Reference:** 0372

**Approved:** No

**Manager:** Perry Roque 729-2170

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## Description:

This cost centre is used for debt servicing costs related to the grant the City provided to the YMCA in support of the construction of the aquatics facility.

## Comments:

This debt was issued in 2011, with principal and interest payable from 2012 to 2019 inclusive.

## Outlook:

# Costing Center Summary

Costing Center: YMCA AQUATICS FACILITY

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	350,734	350,734	362,304	374,256
57439 DEBENTURE INTEREST	48,622	48,622	37,051	25,100
Debenture Debt Servicing Costs Total	399,356	399,356	399,355	399,356
	<b>399,356</b>	<b>399,356</b>	<b>399,355</b>	<b>399,356</b>
<b>Net Total</b>	<b>(399,356)</b>	<b>(399,356)</b>	<b>(399,355)</b>	<b>(399,356)</b>

# Costing Center Summary

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*Costing Center: FIRE DEPT VEHICLES*

**Previous Costing Center:** FIRE DEPT VEHICLES

**Budget Year:** 2017

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 4066

**Department:** FLEET SERVICES

**Approved:** No

**Stage:** Council Review

**Manager:** Carla Richardson 729-2594

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## Description:

The Fire Department Vehicles cost center pertains to all vehicles and equipment that are owned by the City for use by the Fire Department. This account illustrates the relationship between the Fire Department, who budgets for all the costs of their vehicles and Fleet Services, which manages the fleet.

## Comments:

The Fire Department Vehicles cost center builds and supports community by providing the Fire Department with the right equipment at the right time, in order to facilitate this department's service delivery model.

## Outlook:

# Costing Center Summary

Costing Center: FIRE DEPT VEHICLES

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
User Fees and Sales of Goods				
49431 FIRE VEHICLE SALES	18,000	18,000	10,000	0
User Fees and Sales of Goods Total	18,000	18,000	10,000	0
	<b>18,000</b>	<b>18,000</b>	<b>10,000</b>	<b>0</b>
<b>Expenditures</b>				
Contract Services				
52032 VEHICLE INSURANCE	21,400	25,627	26,150	26,150
Contract Services Total	21,400	25,627	26,150	26,150
Materials and Supplies				
54099 PARTS AND MATERIALS	23,600	24,181	18,100	18,100
54104 DIESEL (VEHICLE)		0	0	0
54157 TIRES	4,000	4,000	4,000	4,000
Materials and Supplies Total	27,600	28,181	22,100	22,100
Other				
59080 INTERNAL EQUIPMENT RENTAL	(84,100)	(84,100)	(90,000)	(90,000)
59993 EQUIPMENT CAPITAL CONTRIBUTION	(225,000)	(225,000)	(153,948)	(263,948)
Other Total	(309,100)	(309,100)	(243,948)	(353,948)
Reserve Appropriation				
58554 FIRE VEHICLES B/L	243,000	243,000	163,948	263,948
Reserve Appropriation Total	243,000	243,000	163,948	263,948
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	35,100	30,292	41,750	41,750
Transfers to/from Internal Accounts Total	35,100	30,292	41,750	41,750
	<b>18,000</b>	<b>18,000</b>	<b>10,000</b>	<b>0</b>
<b>Net Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Costing Center Summary

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Costing Center: *FLEET EQUIPMENT*

**Previous Costing Center:** FLEET EQUIPMENT

**Budget Year:** 2017

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0700

**Department:** FLEET SERVICES

**Approved:** No

**Stage:** Council Review

**Manager:** Carla Richardson 729-2594

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## Description:

The Fleet Equipment cost center pertains to all vehicles and equipment that are owned by the City with the exception of Police, Fire and Transit. This account illustrates the relationship between the individual user departments, which budget for all the costs of their vehicles and Fleet Services, which manages the fleet.

## Comments:

The Fleet Services Cost Center builds and supports community by providing the user departments the right equipment at the right time, in order to facilitate their individual service delivery models.

## Outlook:

# Costing Center Summary

Costing Center: *FLEET EQUIPMENT*

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
User Fees and Sales of Goods				
49224 GARAGE EQUIPMENT SALES	1,124,560	906,360	427,882	327,200
User Fees and Sales of Goods Total	1,124,560	906,360	427,882	327,200
	<b>1,124,560</b>	<b>906,360</b>	<b>427,882</b>	<b>327,200</b>
<b>Expenditures</b>				
Contract Services				
52032 VEHICLE INSURANCE	170,000	145,800	155,000	155,000
Contract Services Total	170,000	145,800	155,000	155,000
Equipment Purchases				
54410 EQUIPMENT PURCHASES	200,000	154,200	0	0
Equipment Purchases Total	200,000	154,200	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	566,065	465,027	420,000	420,000
54103 GASOLINE #2 (VEHICLE)		0	0	0
54104 DIESEL (VEHICLE)		0	0	0
54157 TIRES	85,300	85,300	77,800	90,000
54209 PREVENTATIVE MAINTENANCE	66,635	67,673	83,828	100,000
Materials and Supplies Total	718,000	618,000	581,628	610,000
Other				
59080 INTERNAL EQUIPMENT RENTAL	(1,338,000)	(1,267,000)	(1,220,800)	(1,222,600)
59993 EQUIPMENT CAPITAL CONTRIBUTION	(2,551,419)	(2,458,279)	(2,954,105)	(2,954,105)
Other Total	(3,889,419)	(3,725,279)	(4,174,905)	(4,176,705)
Reserve Appropriation				
58508 EQUIPMENT REPLACEMENT B/L 3675	3,375,979	3,113,639	3,031,987	3,281,305
Reserve Appropriation Total	3,375,979	3,113,639	3,031,987	3,281,305
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	450,000	450,000	423,706	457,600
Transfers to/from Internal Accounts Total	450,000	450,000	423,706	457,600
	<b>1,024,560</b>	<b>756,360</b>	<b>17,416</b>	<b>327,200</b>
<b>Net Total</b>	<b>100,000</b>	<b>150,000</b>	<b>410,466</b>	<b>0</b>

# Costing Center Summary

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*Costing Center: GARAGE SERVICES*

**Previous Costing Center:** GARAGE SERVICES

**Budget Year:** 2017

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0135

**Department:** FLEET SERVICES

**Approved:** No

**Stage:** Council Review

**Manager:** Carla Richardson 729-2594

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## Description:

The Garage Services Cost Center captures the costs related to maintaining and repairing vehicles and equipment owned by the City of Brandon. These expenses are allocated to four distinct cost centers: Fire Department Vehicles, Police Department Vehicles, Fleet Equipment and Transit Equipment as shop rate charges.

## Comments:

This Cost Center assists most City departments in their mission to serve and build community by ensuring that their vehicles and equipment are maintained in a consistent state of readiness to ensure that they may be utilized for service delivery.

## Outlook:



# Costing Center Summary

Costing Center: GARAGE SERVICES

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
User Fees and Sales of Goods				
42506 SCRAP METAL SALES	1,500	7,003	3,500	4,000
42520 OIL & FILTER RECOVERIES	3,500	3,200	3,600	3,700
User Fees and Sales of Goods Total	5,000	10,203	7,100	7,700
	<b>5,000</b>	<b>10,203</b>	<b>7,100</b>	<b>7,700</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	1,760	1,600	1,760	1,800
51123 PROTECTIVE CLOTHING	8,500	9,500	8,500	9,000
51124 TOOL ALLOWANCE	5,320	4,135	3,960	4,200
51285 MEDICALS	300	202	280	300
Benefits Total	15,880	15,437	14,500	15,300
Contract Services				
52015 CONTRACTS	5,000	4,500	5,000	5,200
52028 GENERAL INSURANCE	0	0	395	402
52029 LIABILITY INSURANCE		0	0	0
52054 MAINT OF EQUIP EXT	25,000	21,000	25,000	26,500
52069 PRINTING COSTS	500	200	500	500
Contract Services Total	30,500	25,700	30,895	32,602
Equipment Purchases				
54410 EQUIPMENT PURCHASES	5,000	23,000	5,000	0
Equipment Purchases Total	5,000	23,000	5,000	0
Materials and Supplies				
54095 SHOP SUPPLIES	26,500	27,000	27,600	28,600
54099 PARTS AND MATERIALS	17,500	22,500	22,500	5,000
54103 GASOLINE #2 (VEHICLE)	1,500	1,250	1,080	1,200
54104 DIESEL (VEHICLE)	1,500	2,150	2,100	2,200
54266 TOOLS	8,200	8,200	7,700	8,000
54443 WELDING SUPPLIES		0	0	0
Materials and Supplies Total	55,200	61,100	60,980	45,000
Other				
51141 TRAINING & DEVELOPMENT COSTS	16,500	19,000	16,500	17,000
59014 WORK ORDERS		0	0	0
59080 INTERNAL EQUIPMENT RENTAL	14,900	14,900	10,400	10,400
59098 SUBSCRIPTIONS	6,350	7,450	8,925	9,000
59138 BUSINESS TRAVEL	320	0	200	225
59139 CONFERENCE COSTS		0	0	0
59993 EQUIPMENT CAPITAL CONTRIBUTION	31,100	31,100	28,269	28,269
Other Total	69,170	72,450	64,294	64,894
Reserve Appropriation				

# Costing Center Summary

## Costing Center: GARAGE SERVICES

58508	EQUIPMENT REPLACEMENT B/L 3675	1,000	1,000	1,000	1,000
Reserve Appropriation Total		1,000	1,000	1,000	1,000
Salaries and Wages					
51083	REGULAR SALARIES	1,111,969	1,097,469	1,152,018	1,154,630
51084	OVERTIME SALARIES	63,000	27,157	30,000	31,000
51090	SHIFT DIFFERENTIAL	5,850	5,850	6,350	6,550
Salaries and Wages Total		1,180,819	1,130,476	1,188,368	1,192,180
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	(1,756,156)	(1,776,156)	(1,761,069)	(1,753,252)
59002	SHOP RATE NON-MECHANICAL	150,000	220,000	154,000	159,000
59005	SHOP RATE GARAGE MAINTENANCE		0	0	0
59334	INTERNAL CHARGES	249,537	249,537	245,990	247,784
59997	TRANSFER FR RESERVES		0	0	0
Transfers to/from Internal Accounts Total		(1,356,619)	(1,306,619)	(1,361,079)	(1,346,468)
Utilities					
53130	TELEPHONE	3,100	2,500	2,092	2,092
53295	RADIO COSTS	950	918	1,050	1,100
Utilities Total		4,050	3,418	3,142	3,192
		<b>5,000</b>	<b>25,962</b>	<b>7,100</b>	<b>7,700</b>
<b>Net Total</b>		<b>0</b>	<b>(15,759)</b>	<b>0</b>	<b>0</b>

# Costing Center Summary

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*Costing Center: POLICE DEPT VEHICLES*

**Previous Costing Center:** POLICE DEPT VEHICLES

**Budget Year:** 2017

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0084

**Department:** FLEET SERVICES

**Approved:** No

**Stage:** Council Review

**Manager:** Carla Richardson 729-2594

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## Description:

The Police Department Vehicles cost center pertains to all vehicles and equipment that are owned by the City for use of the Brandon Police Service. This account illustrates the relationship between BPS, who budgets for all the costs of their vehicles and Fleet Services, which manages the fleet.

## Comments:

This Cost Center assists BPS in their mission to serve and build community by ensuring that their vehicles and equipment are maintained in a consistent state of readiness in order to ensure that they may be utilized for service delivery.

## Outlook:

# Costing Center Summary

Costing Center: POLICE DEPT VEHICLES

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
User Fees and Sales of Goods				
49452 POLICE VEHICLE SALES	33,500	16,500	25,200	27,300
User Fees and Sales of Goods Total	33,500	16,500	25,200	27,300
	<b>33,500</b>	<b>16,500</b>	<b>25,200</b>	<b>27,300</b>
<b>Expenditures</b>				
Contract Services				
52032 VEHICLE INSURANCE	60,000	55,000	49,000	49,000
Contract Services Total	60,000	55,000	49,000	49,000
Materials and Supplies				
54099 PARTS AND MATERIALS	58,560	45,000	48,500	48,500
54103 GASOLINE #2 (VEHICLE)		0	0	0
54104 DIESEL (VEHICLE)		0	0	0
54157 TIRES	20,000	18,000	20,000	20,000
Materials and Supplies Total	78,560	63,000	68,500	68,500
Other				
59080 INTERNAL EQUIPMENT RENTAL	(212,660)	(212,660)	(202,500)	(202,500)
59993 EQUIPMENT CAPITAL CONTRIBUTION	(325,000)	(325,000)	(231,424)	(341,424)
Other Total	(537,660)	(537,660)	(433,924)	(543,924)
Reserve Appropriation				
58549 POLICE VEHICLES B/L	358,500	341,500	256,624	368,724
Reserve Appropriation Total	358,500	341,500	256,624	368,724
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	74,100	80,100	85,000	85,000
Transfers to/from Internal Accounts Total	74,100	80,100	85,000	85,000
	<b>33,500</b>	<b>1,940</b>	<b>25,200</b>	<b>27,300</b>
<b>Net Total</b>	<b>0</b>	<b>14,560</b>	<b>0</b>	<b>0</b>

# Costing Center Summary

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*Costing Center: SCHOOL DIV EQUIPMENT*

**Previous Costing Center:** SCHOOL DIV  
EQUIPMENT

**Budget Year:** 2017

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0689

**Department:** FLEET SERVICES

**Approved:** No

**Stage:** Council Review

**Manager:** Carla Richardson 729-2594

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## Description:

This cost center captures the net revenue generated by providing diesel fuel to the Brandon School Division.

## Comments:

## Outlook:

# Costing Center Summary

Costing Center: SCHOOL DIV EQUIPMENT

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Other Income				
42999    REVENUE	299,250	209,250	299,250	299,250
Other Income Total	299,250	209,250	299,250	299,250
	<b>299,250</b>	<b>209,250</b>	<b>299,250</b>	<b>299,250</b>
<b>Expenditures</b>				
Materials and Supplies				
54104    DIESEL (VEHICLE)	285,000	199,285	285,000	285,000
Materials and Supplies Total	285,000	199,285	285,000	285,000
	<b>285,000</b>	<b>199,285</b>	<b>285,000</b>	<b>285,000</b>
<b>Net Total</b>	<b>14,250</b>	<b>9,965</b>	<b>14,250</b>	<b>14,250</b>

# Costing Center Summary

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*Costing Center: STORES EXPENSES*

**Previous Costing Center:** STORES EXPENSES

**Budget Year:** 2017

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0016

**Department:** FLEET SERVICES

**Approved:** No

**Stage:** Council Review

**Manager:** Carla Richardson 729-2594

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## Description:

The stores section is a service of the Fleet department. It is staffed two personnel who are responsible for the ordering, receipts, issuing, proper storage, and protection of all the parts and materials used throughout the City of Brandon. This cost center covers the administrative cost of operating the City Stores Department. This includes salaries, equipment and consumables.

## Comments:

The main objectives of store section is to avoid over and under-stocking of materials, to minimize delivery and storage costs, and to maintain systematic records of parts and materials while ensuring that all required items remain accessible to city personnel.

## Outlook:

# Costing Center Summary

Costing Center: STORES EXPENSES

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	220	220	220	250
51123 PROTECTIVE CLOTHING	120	0	120	150
Benefits Total	340	220	340	400
Contract Services				
52069 PRINTING COSTS	340	0	340	400
52252 DELIVERY - IN CITY	16,000	14,000	16,000	18,000
Contract Services Total	16,340	14,000	16,340	18,400
Materials and Supplies				
54099 PARTS AND MATERIALS	900	1,042	550	550
54324 INVENTORY VARIANCE		0	0	0
Materials and Supplies Total	900	1,042	550	550
Other				
59080 INTERNAL EQUIPMENT RENTAL	2,000	2,000	2,000	2,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	5,500	5,500	5,775	5,775
Other Total	7,500	7,500	7,775	7,775
Salaries and Wages				
51083 REGULAR SALARIES	187,073	114,226	115,851	115,851
51084 OVERTIME SALARIES	14,000	11,000	11,000	11,225
Salaries and Wages Total	201,073	125,226	126,851	127,076
Utilities				
53130 TELEPHONE	1,294	1,380	1,318	1,318
Utilities Total	1,294	1,380	1,318	1,318
	<b>227,447</b>	<b>149,368</b>	<b>153,174</b>	<b>155,519</b>
<b>Net Total</b>	<b>(227,447)</b>	<b>(149,368)</b>	<b>(153,174)</b>	<b>(155,519)</b>



# Costing Center Summary

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*Costing Center: TRANSIT EQUIPMENT*

**Previous Costing Center:** TRANSIT EQUIPMENT

**Budget Year:** 2017

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 3963

**Department:** FLEET SERVICES

**Approved:** No

**Stage:** Council Review

**Manager:** Carla Richardson 729-2594

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## Description:

The Transit Equipment cost center pertains to all vehicles and equipment that are owned by the City for use by Brandon Transit. This account illustrates the relationship between Brandon Transit, which budgets for all the costs of the vehicles and Fleet Services, which manages the fleet.

## Comments:

The Transit Equipment cost center builds and serves community by providing Brandon Transit with the right equipment at the right time, in order to facilitate safe and reliable public transportation.

## Outlook:

# Costing Center Summary

Costing Center: TRANSIT EQUIPMENT

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Conditional Government Transfers				
43642 PROV-BUS PURCHASE	128,000	128,000	128,000	128,000
44500 FEDERAL GOV'T	423,870	423,870	423,870	444,054
Conditional Government Transfers Total	551,870	551,870	551,870	572,054
Other Income				
49263 TRANSIT EQUIPMENT SALES	35,000	8,209	60,000	0
Other Income Total	35,000	8,209	60,000	0
	<b>586,870</b>	<b>560,079</b>	<b>611,870</b>	<b>572,054</b>
<b>Expenditures</b>				
Contract Services				
52032 VEHICLE INSURANCE	62,000	50,082	57,000	63,000
Contract Services Total	62,000	50,082	57,000	63,000
Materials and Supplies				
54099 PARTS AND MATERIALS	500,000	425,000	430,000	430,000
54104 DIESEL (VEHICLE)		0	0	0
54157 TIRES	45,000	60,000	46,300	47,500
Materials and Supplies Total	545,000	485,000	476,300	477,500
Other				
59080 INTERNAL EQUIPMENT RENTAL	(1,317,000)	(1,317,000)	(1,243,400)	(1,243,400)
59993 EQUIPMENT CAPITAL CONTRIBUTION	0	0	(97,754)	(97,754)
Other Total	(1,317,000)	(1,317,000)	(1,341,154)	(1,341,154)
Reserve Appropriation				
58510 TRANSIT EQUIPMENT B/L 3654	163,000	248,127	285,754	225,754
58558 TRANSIT GAS TAX RESERVE B/L	423,870	423,870	423,870	444,054
Reserve Appropriation Total	586,870	671,997	709,624	669,808
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	710,000	670,000	710,100	702,900
Transfers to/from Internal Accounts Total	710,000	670,000	710,100	702,900
	<b>586,870</b>	<b>560,079</b>	<b>611,870</b>	<b>572,054</b>
<b>Net Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Costing Center Summary

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Costing Center: OPERATIONAL SERVICES DIVISION ADMINISTRATION

**Previous Costing Center:** OPERATIONAL  
SERVICES DIVISION

**Division:** TRANSPORTATION  
SERVICES

**Department:** OPERATIONS ADMIN

**Stage:** Council Review

**Budget Year:** 2017

**Accounting Reference:** 0142

**Approved:** No

**Manager:** Rod Sage 729-2247

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## Description:

This cost center includes the administrative costs associated with the Operational Services Division including incidental costs relating to the front office.

## Comments:

The Operational Services Division is under the direction of the General Manager of Operations, who reports directly to the City Manager. Operational Services consists of three (3) Department Heads which includes Transportation Services, Public Works, and Community Services. Director positions are all structured to reflect true cohesive Departments within the Operations Division.

The Financial Supervisor for Operations is part of this Costing Center and is responsible for supporting and maintaining the financial management, financial controls, and planning activities for the Operational Services Division. This position involves a high degree of business interaction and customer contact as well as the need to continually improve the quality of the financial reporting to enhance business insights and make value added business decisions for Operations.

The Infrastructure Asset Management Coordinator is also part of this Costing Center and is responsible for the development, maintenance and enhancement of the Operational Services Division Asset Management Program. This Asset Management system provides the City of Brandon with a standardized and consistent approach to tracking and associated costs related to assets. The CityWorks Asset Management system is growing steadily and is quickly beginning to help identify areas of concerns for infrastructure and allowing for maintenance or replacement in effective cost efficient manners in all areas of Operations.

## Outlook:

Emphasis will be placed on operating standards for each Departments responsibility to ensure financial responsibilities are maintained. Greater financial controls will be enhanced by the Finance Supervisor - Operations, and Infrastructure will become categorized with further implementation of the Asset Management program.

Training will be required in all areas to ensure a high level of knowledge is acquired for administrative staff and the success of these initiatives.

# Costing Center Summary

Costing Center: OPERATIONAL SERVICES DIVISION ADMINISTRATION

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	1,500	1,335	1,595	1,595
52069 PRINTING COSTS	250	112	250	250
52252 DELIVERY - IN CITY	800	800	800	800
Contract Services Total	2,550	2,247	2,645	2,645
Materials and Supplies				
54099 PARTS AND MATERIALS	4,050	7,636	6,000	6,000
Materials and Supplies Total	4,050	7,636	6,000	6,000
Other				
51141 TRAINING & DEVELOPMENT COSTS	2,400	1,000	2,400	2,400
59048 LUNCHEONS	450	450	450	450
59059 MEMBERSHIP	1,185	1,395	1,395	1,395
59080 INTERNAL EQUIPMENT RENTAL		0	0	0
59138 BUSINESS TRAVEL	1,500	1,200	1,500	1,500
59139 CONFERENCE COSTS	2,500	704	2,500	2,500
59993 EQUIPMENT CAPITAL CONTRIBUTION		0	0	0
Other Total	8,035	4,749	8,245	8,245
Salaries and Wages				
51083 REGULAR SALARIES	610,311	610,311	624,245	626,749
51084 OVERTIME SALARIES	500	500	500	500
Salaries and Wages Total	610,811	610,811	624,745	627,249
Utilities				
53130 TELEPHONE	5,000	4,400	3,446	3,446
53295 RADIO COSTS	320	308	320	320
Utilities Total	5,320	4,708	3,766	3,766
	<b>630,766</b>	<b>630,151</b>	<b>645,401</b>	<b>647,905</b>
<b>Net Total</b>	<b>(630,766)</b>	<b>(630,151)</b>	<b>(645,401)</b>	<b>(647,905)</b>

# Costing Center Summary

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Costing Center: OPERATIONS BY-LAW GEN

**Previous Costing Center:** OPERATIONS BY-LAW  
GEN

**Division:** ENVIRONMENTAL  
HEALTH SERVICES -  
**Department:** SANITATION

**Stage:** Council Review

**Budget Year:** 2017

**Accounting Reference:** 1797

**Approved:** No

**Manager:** Pam Penner 729-2248

---

## Description:

This cost centre covers 50% of the costs related to the Public Works Bylaw Compliance Officer position that was created in the Fall of 2016. The position was created to assist the various departments within Public Works with compliance of the by-laws for the sections.

## Comments:

This position will assist Sanitation with reducing contamination, and for compliance of retrieval of bins within the City which has been an issue from Council for numerous years. Within Streets, the bylaw officer will assist when parking bans are in place for both snow removal and sweeping. Sewer and Water will be able to benefit for the inspections of grease traps in commercial establishments which may be able to reduce the number of backups that occur in the sewer systems and in residential properties.

## Outlook:

In a few years the City will be able to see the benefit of this fulltime position, and additional opportunities can be explored on how to utilize this person even more.

# Costing Center Summary

Costing Center: OPERATIONS BY-LAW GEN

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Benefits				
51122    BOOT ALLOWANCE	0	0	55	55
Benefits Total	0	0	55	55
Contract Services				
52015    CONTRACTS	0	0	500	500
Contract Services Total	0	0	500	500
Materials and Supplies				
54099    PARTS AND MATERIALS	0	0	250	250
54103    GASOLINE #2 (VEHICLE)	0	0	1,500	1,500
Materials and Supplies Total	0	0	1,750	1,750
Other				
59003    ADVERTISING	0	0	250	250
Other Total	0	0	250	250
Salaries and Wages				
51083    REGULAR SALARIES	0	0	30,208	31,426
51090    SHIFT DIFFERENTIAL	0	0	100	100
Salaries and Wages Total	0	0	30,308	31,526
Utilities				
53130    TELEPHONE	0	0	600	600
53295    RADIO COSTS	0	0	180	180
Utilities Total	0	0	780	780
	<b>0</b>	<b>0</b>	<b>33,643</b>	<b>34,861</b>
<b>Net Total</b>	<b>0</b>	<b>0</b>	<b>(33,643)</b>	<b>(34,861)</b>

# Costing Center Summary

---

*Costing Center: PARKING METERS*

**Previous Costing Center:** PARKING METERS

**Budget Year:** 2017

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 1793

**Department:** PARKING

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

---

## Description:

This cost center captures the material costs associated with the maintenance of City parking meters and the associated revenues.

## Comments:

The City currently has 668 parking meters, with 614 located in the downtown area and 54 in the vicinity of the hospital.

## Outlook:

# Costing Center Summary

Costing Center: PARKING METERS

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Other Income				
42990    RECEIPTS	255,000	255,000	255,000	255,000
Other Income Total	255,000	255,000	255,000	255,000
	<b>255,000</b>	<b>255,000</b>	<b>255,000</b>	<b>255,000</b>
<b>Expenditures</b>				
Benefits				
51100    UNIFORMS	350	150	350	350
Benefits Total	350	150	350	350
Equipment Purchases				
54410    EQUIPMENT PURCHASES	21,122	21,122	0	0
Equipment Purchases Total	21,122	21,122	0	0
Materials and Supplies				
54099    PARTS AND MATERIALS	8,000	6,000	13,000	13,200
54103    GASOLINE #2 (VEHICLE)	1,500	1,350	1,500	1,500
Materials and Supplies Total	9,500	7,350	14,500	14,700
Other				
59080    INTERNAL EQUIPMENT RENTAL	2,500	2,500	3,500	3,500
59993    EQUIPMENT CAPITAL CONTRIBUTION	6,888	6,888	5,242	5,242
Other Total	9,388	9,388	8,742	8,742
Salaries and Wages				
51083    REGULAR SALARIES	5,807	(0)	37,333	37,333
Salaries and Wages Total	5,807	(0)	37,333	37,333
Transfers to/from Internal Accounts				
59001    SHOP RATE CHARGES	1,000	500	500	500
Transfers to/from Internal Accounts Total	1,000	500	500	500
	<b>47,167</b>	<b>38,510</b>	<b>61,424</b>	<b>61,624</b>
<b>Net Total</b>	<b>207,833</b>	<b>216,490</b>	<b>193,576</b>	<b>193,376</b>



# Costing Center Summary

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*Costing Center: STORM SEWERS*

**Previous Costing Center:** STORM SEWERS

**Budget Year:** 2017

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 1792

**Department:** PARKING

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

---

## Description:

This cost center provides funds for maintenance of infrastructure related to surface water that drains from the streets through catch basins and into the storm sewer system to the river.

## Comments:

This cost center can see drastic cost swings depending on the spring, freeze/thaw cycles, and the amounts of rainfall that the City experiences.

A reallocation of salaries between the general fund and utility fund will take place beginning in 2017 to more accurately reflect the functions in each area.

## Outlook:

Work done by the Engineering department continues to reduce the areas of concern and hot spots where overland flooding occurs when large amounts of rain are received in a short period of time.

# Costing Center Summary

Costing Center: STORM SEWERS

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52696    FLOOD CONTRACTS		0	0	0
Contract Services Total		0	0	0
Materials and Supplies				
54099    PARTS AND MATERIALS	8,000	6,500	10,000	10,000
Materials and Supplies Total	8,000	6,500	10,000	10,000
Other				
59964    SOD RESTORATION	1,500	0	1,500	1,500
59965    PAVING RESTORATION	3,400	1,400	3,400	3,400
59966    CONCRETE RESTORATION	2,000	2,000	2,000	2,000
Other Total	6,900	3,400	6,900	6,900
Salaries and Wages				
51083    REGULAR SALARIES	0	0	61,478	61,478
Salaries and Wages Total	0	0	61,478	61,478
	<b>14,900</b>	<b>9,900</b>	<b>78,378</b>	<b>78,378</b>
<b>Net Total</b>	<b>(14,900)</b>	<b>(9,900)</b>	<b>(78,378)</b>	<b>(78,378)</b>

# Costing Center Summary

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Costing Center: *SURFACE DRAINAGE*

**Previous Costing Center:** SURFACE DRAINAGE

**Budget Year:** 2017

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 1791

**Department:** PARKING

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

---

## Description:

This cost center captures the costs associated with the regular cleaning of and improvements to the water run off ditch system. This system is utilized in cases where storm sewers do not exist.

## Comments:

The ditches within the City require regular maintenance due to silt buildup and vegetation growth. There are several locations throughout the City needing larger culverts and ditch modifications to maintain and control run off in order to help eliminate the potential for flooding in residential areas.

Over the last few years 10 pumps have been purchased and will be available if overland flooding issues occur. as a result a budget for external equipment rentals will no longer be required.

## Outlook:

# Costing Center Summary

Costing Center: SURFACE DRAINAGE

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	0	0	10,000	10,000
52081 EXTERNAL EQUIPMENT RENTAL	11,000	30,077	0	0
Contract Services Total	11,000	30,077	10,000	10,000
Materials and Supplies				
54099 PARTS AND MATERIALS	20,000	11,073	15,850	20,000
54104 DIESEL (VEHICLE)	11,275	16,935	15,000	15,000
Materials and Supplies Total	31,275	28,008	30,850	35,000
Other				
59080 INTERNAL EQUIPMENT RENTAL	7,750	7,750	9,500	9,500
59961 SOD RESTORATION	6,500	0	6,500	6,500
59993 EQUIPMENT CAPITAL CONTRIBUTION	19,000	19,000	39,230	39,230
Other Total	33,250	26,750	55,230	55,230
Salaries and Wages				
51083 REGULAR SALARIES	0	0	61,478	61,478
Salaries and Wages Total	0	0	61,478	61,478
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	1,200	12,664	7,500	7,500
59997 TRANSFER FR RESERVES		0	0	0
Transfers to/from Internal Accounts Total	1,200	12,664	7,500	7,500
	<b>76,725</b>	<b>97,499</b>	<b>165,058</b>	<b>169,208</b>
<b>Net Total</b>	<b>(76,725)</b>	<b>(97,499)</b>	<b>(165,058)</b>	<b>(169,208)</b>

# Costing Center Summary

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*Costing Center: ANDREWS FIELD OPERATIONS*

**Previous Costing Center:** ANDREWS FIELD  
OPERATIONS

**Division:** RECREATION &  
CULTURAL SERVICES

**Department:** PARKS

**Stage:** Council Review

**Budget Year:** 2017

**Accounting Reference:** 1494

**Approved:** No

**Manager:** Perry Roque 729-2170

---

## Description:

This costing center captures the costs for the Andrews Field baseball diamond and building located at Hilton Avenue & 19th Street North, as well as the senior baseball diamond directly west.

## Comments:

Andrews Field was built in 1987 and is a premiere baseball diamond in Canada. A second diamond was added in 2013. This facility is operated under a management agreement with the Andrews Field Group, which provides all field maintenance, operates the canteen and manages all bookings of the facility.

## Outlook:

# Costing Center Summary

Costing Center: ANDREWS FIELD OPERATIONS

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Other Income				
42999    REVENUE		0	0	0
Other Income Total		0	0	0
		<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	14,045	14,750	15,076	15,363
52028    GENERAL INSURANCE	496	496	674	687
Contract Services Total	14,541	15,246	15,750	16,050
Materials and Supplies				
54099    PARTS AND MATERIALS	4,000	3,016	4,500	5,000
54323    INSURANCE DEDUCTIBLE		0	0	0
Materials and Supplies Total	4,000	3,016	4,500	5,000
Reserve Appropriation				
58540    ANDREWS FIELD RESERVE B/L	5,000	5,000	5,000	5,000
Reserve Appropriation Total	5,000	5,000	5,000	5,000
Utilities				
53046    POWER		0	0	0
53150    WATER	1,000	13,000	0	0
Utilities Total	1,000	13,000	0	0
	<b>24,541</b>	<b>36,262</b>	<b>25,250</b>	<b>26,050</b>
<b>Net Total</b>	<b>(24,541)</b>	<b>(36,262)</b>	<b>(25,250)</b>	<b>(26,050)</b>

# Costing Center Summary

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*Costing Center: CEMETERY OPERATIONS*

**Previous Costing Center:** CEMETERY  
OPERATIONS

**Division:** PUBLIC HEALTH AND  
WELFARE SERVICES

**Department:** PARKS - Cemetery

**Stage:** Council Review

**Budget Year:** 2017

**Accounting Reference:** 0231

**Approved:** No

**Manager:** Perry Roque 729-2170

---

## Description:

This cost center covers the maintenance and operation of the Brandon Municipal Cemetery. Revenues are based on the annual fee schedule.

## Comments:

The rates in the fee schedule are comparable to other municipal cemeteries throughout the province. The annual reserve appropriation is equal to 20% of revenues as per the Cemetery Act.

## Outlook:

# Costing Center Summary

Costing Center: CEMETERY OPERATIONS

		2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>					
Other Income					
42999	REVENUE		2,300	0	0
Other Income Total			2,300	0	0
User Fees and Sales of Goods					
42060	ADMIN FEE REVENUE	1,000	500	1,000	1,000
42327	CEMETERY PLOT SALES	80,000	66,000	85,000	87,500
42328	CEMETERY GRAVE DIGGING FEES	100,000	100,000	105,000	110,000
42329	CEMETERY FOUNDATION FEES	20,000	17,000	20,000	22,000
42330	CEMETERY COLUMBARIUM SALES	90,000	70,000	80,000	90,000
User Fees and Sales of Goods Total		291,000	253,500	291,000	310,500
		<b>291,000</b>	<b>255,800</b>	<b>291,000</b>	<b>310,500</b>
<b>Expenditures</b>					
Benefits					
51122	BOOT ALLOWANCE	550	439	550	550
51123	PROTECTIVE CLOTHING	1,000	310	500	500
51210	LICENSES		20	0	0
51285	MEDICALS		70	0	0
Benefits Total		1,550	839	1,050	1,050
Capital Contribution					
10300	CAPITAL PROJECTS		0	0	10,000
Capital Contribution Total			0	0	10,000
Contract Services					
52015	CONTRACTS	35,000	24,028	31,000	31,000
52020	PROFESSIONAL FEES		0	0	0
52028	GENERAL INSURANCE	187	187	187	191
52032	VEHICLE INSURANCE	150	609	150	165
52057	SPEC PROG CONTRACTS		0	0	0
52069	PRINTING COSTS		235	0	0
52081	EXTERNAL EQUIPMENT RENTAL		972	0	0
54226	BRONZING	10,000	3,000	7,500	8,500
Contract Services Total		45,337	29,031	38,837	39,856
Equipment Purchases					
54410	EQUIPMENT PURCHASES	1,500	733	2,000	3,000
Equipment Purchases Total		1,500	733	2,000	3,000
Materials and Supplies					
54099	PARTS AND MATERIALS	14,400	19,467	14,500	14,500
54103	GASOLINE #2 (VEHICLE)		0	0	0
54104	DIESEL (VEHICLE)	850	0	0	0
54128	GASOLINE (OPERATING)	6,200	8,700	7,500	7,500
54129	DIESEL (OPERATING)	2,300	2,150	3,000	3,500



# Costing Center Summary

## Costing Center: CEMETERY OPERATIONS

Materials and Supplies Total	23,750	30,317	25,000	25,500
Other				
51141 TRAINING & DEVELOPMENT COSTS		0	0	0
59003 ADVERTISING	1,500	1,500	1,500	1,600
59059 MEMBERSHIP	230	230	230	250
59080 INTERNAL EQUIPMENT RENTAL	19,600	19,600	26,100	26,100
59138 BUSINESS TRAVEL	200	150	200	200
59139 CONFERENCE COSTS	1,000	0	1,000	1,000
59248 DISPOSAL SITE CHARGE	300	0	200	200
59993 EQUIPMENT CAPITAL CONTRIBUTION	42,633	42,633	46,698	46,698
Other Total	65,463	64,113	75,928	76,048
Reserve Appropriation				
58519 PERPETUAL CARE B/L 6562	58,000	50,600	58,000	61,900
Reserve Appropriation Total	58,000	50,600	58,000	61,900
Salaries and Wages				
51083 REGULAR SALARIES	286,737	251,737	296,772	296,772
51084 OVERTIME SALARIES	6,000	5,000	6,000	6,500
51090 SHIFT DIFFERENTIAL	25	0	0	0
Salaries and Wages Total	292,762	256,737	302,772	303,272
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	0	678	700	750
59997 TRANSFER FR RESERVES		0	0	0
Transfers to/from Internal Accounts Total	0	678	700	750
Utilities				
53046 POWER	9,000	8,300	8,500	8,500
53130 TELEPHONE	2,064	1,764	1,735	1,735
53150 WATER	2,440	2,440	2,650	2,800
Utilities Total	13,504	12,504	12,885	13,035
	<b>501,866</b>	<b>445,552</b>	<b>517,172</b>	<b>534,411</b>
<b>Net Total</b>	<b>(210,866)</b>	<b>(189,752)</b>	<b>(226,172)</b>	<b>(223,911)</b>

# Costing Center Summary

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*Costing Center: GREEN AREAS & WEED CONTROL*

**Previous Costing Center:** GREEN AREAS & WEED  
CONTROL

**Budget Year:** 2017

**Division:** REGIONAL PLANNING &  
DEVELOPMENT

**Accounting Reference:** 0155

**Department:** PARKS - WEED  
CONTROL

**Approved:** No

**Stage:** Council Review

**Manager:** Perry Roque 729-2170

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## Description:

This cost center captures the costs associated with cutting grass and weed control on playgrounds, ball diamonds, soccer fields, and all green spaces throughout the City of Brandon.

## Comments:

The Parks department also maintains the center meridians on 18th and 1st Streets and Richmond & Victoria Avenues for Manitoba Infrastructure and Transportation.

As new subdivisions are completed the Parks department is responsible for maintenance of the green space in those developments.

## Outlook:

# Costing Center Summary

Costing Center: GREEN AREAS & WEED CONTROL

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Conditional Government Transfers				
43510    PROVINCIAL GOV'T	3,000	3,339	0	0
Conditional Government Transfers Total	3,000	3,339	0	0
Other Income				
42999    REVENUE	5,500	2,237	5,500	5,500
Other Income Total	5,500	2,237	5,500	5,500
	<b>8,500</b>	<b>5,576</b>	<b>5,500</b>	<b>5,500</b>
<b>Expenditures</b>				
Benefits				
51122    BOOT ALLOWANCE		508	0	0
Benefits Total		508	0	0
Materials and Supplies				
54099    PARTS AND MATERIALS	12,600	15,758	14,000	15,000
54103    GASOLINE #2 (VEHICLE)	3,000	2,708	3,000	3,200
54104    DIESEL (VEHICLE)	2,660	806	0	0
54107    CHEMICALS	500	0	500	500
Materials and Supplies Total	18,760	19,272	17,500	18,700
Other				
59003    ADVERTISING	700	0	700	700
59080    INTERNAL EQUIPMENT RENTAL	17,100	17,100	6,400	6,400
59993    EQUIPMENT CAPITAL CONTRIBUTION	35,193	35,193	17,607	17,607
Other Total	52,993	52,293	24,707	24,707
Salaries and Wages				
51083    REGULAR SALARIES	259,443	334,443	354,289	354,289
51084    OVERTIME SALARIES	2,000	550	2,000	2,000
51090    SHIFT DIFFERENTIAL	100	59	100	100
51231    INTERNAL SALARIES		0	0	0
Salaries and Wages Total	261,543	335,052	356,389	356,389
Transfers to/from Internal Accounts				
59001    SHOP RATE CHARGES	3,000	980	3,500	3,500
Transfers to/from Internal Accounts Total	3,000	980	3,500	3,500
Utilities				
53150    WATER		0	0	0
Utilities Total		0	0	0
	<b>336,296</b>	<b>408,105</b>	<b>402,096</b>	<b>403,296</b>
<b>Net Total</b>	<b>(327,796)</b>	<b>(402,529)</b>	<b>(396,596)</b>	<b>(397,796)</b>

# Costing Center Summary

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*Costing Center: JOINT USE OF SCHOOLS*

**Previous Costing Center:** JOINT USE OF SCHOOLS

**Budget Year:** 2017

**Division:** RECREATION &  
CULTURAL SERVICES

**Accounting Reference:** 0308

**Department:** COMMUNITY

**Approved:** No

**Stage:** Council Review

**Manager:** Perry Roque 729-2170

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## Description:

This cost center captures the revenues and expenses for the booking of the Brandon School Division facilities, including the schools and the grounds for meetings and recreation activities, as well as the City's contribution to playgrounds.

## Comments:

The City of Brandon has a joint use facilities agreement with Brandon School Division for community user groups, and receives a 10% administrative fee for managing the booking of these facilities.

Through this initiative the school division provides their facilities and the City provides booking support and the use of the Sportsplex for learn to swim programs. This program not only supports recreational activities but also provides classrooms for 4H clubs, camera clubs, neighborhood meetings and special events.

The City meets annually with the Brandon School Division to review the joint use agreement to ensure communities needs are being met. As of September 2015 the Minister of Education has designated six (6) gym facilities which are at no charge to the Public. These include: New Era, Betty Gibson, Linden Lanes, Riverheights, J. R. Reid, George Fitton.

As per the Joint Use Agreement the City contributes \$20,000 towards ongoing playground maintenance and \$30,000 towards playground structure replacement, which is matched by the School Division.

## Outlook:

# Costing Center Summary

Costing Center: JOINT USE OF SCHOOLS

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Other Income				
42999    REVENUE	72,600	72,600	74,800	77,000
Other Income Total	72,600	72,600	74,800	77,000
	<b>72,600</b>	<b>72,600</b>	<b>74,800</b>	<b>77,000</b>
<b>Expenditures</b>				
Contract Services				
52079    BUILDING RENTAL	66,000	66,000	68,000	70,000
Contract Services Total	66,000	66,000	68,000	70,000
Equipment Purchases				
54410    EQUIPMENT PURCHASES	30,000	30,000	30,000	30,000
Equipment Purchases Total	30,000	30,000	30,000	30,000
Other				
59450    SCHOOL FACILITIES MAINTENANCE	20,000	20,000	20,000	20,000
Other Total	20,000	20,000	20,000	20,000
	<b>116,000</b>	<b>116,000</b>	<b>118,000</b>	<b>120,000</b>
<b>Net Total</b>	<b>(43,400)</b>	<b>(43,400)</b>	<b>(43,200)</b>	<b>(43,000)</b>

# Costing Center Summary

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Costing Center: MOSQUITO CONTROL

**Previous Costing Center:** MOSQUITO CONTROL

**Budget Year:** 2017

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 0123

**Department:** PARKS - Prot Serv

**Approved:** No

**Stage:** Council Review

**Manager:** Perry Roque 729-2170

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## Description:

This cost center captures the cost of managing the mosquito abatement program which is a partnership with the City of Brandon and Brandon University.

## Comments:

The City has a management agreement with Manitoba Health that provides the opportunity to recover costs associated with West Nile Disease and controlling the vector (mosquito species that can transmit the disease). The recovery is based on 75% of all costs associated with the control of West Nile Disease in the City.

The City has also partnered with the Province with providing the expertise in mosquito control to help with spraying municipalities in the Westman region that have been issued an adulticiding order by Manitoba Health. All costs associated with this service are recoverable.

## Outlook:

The Advisory Committee will use the Adulticiding Factor Analysis Guidelines (AFA) when making recommendations to fog the City, adulticide. Mosquito spraying will only be conducted when the AFA category falls into and remains in the high category (15 – 18). All adult mosquito control will be conducted according to the Pesticide Use Permit issued to the City of Brandon by Manitoba Conservation.

# Costing Center Summary

Costing Center: MOSQUITO CONTROL

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	40,000	39,742	45,000	45,000
Conditional Government Transfers Total	40,000	39,742	45,000	45,000
	<b>40,000</b>	<b>39,742</b>	<b>45,000</b>	<b>45,000</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	135	157	185	185
Benefits Total	135	157	185	185
Contract Services				
52015 CONTRACTS	1,200	1,200	1,200	1,200
Contract Services Total	1,200	1,200	1,200	1,200
Materials and Supplies				
54099 PARTS AND MATERIALS	1,800	1,800	1,800	1,800
54103 GASOLINE #2 (VEHICLE)	1,800	2,733	3,000	3,500
Materials and Supplies Total	3,600	4,533	4,800	5,300
Other				
59080 INTERNAL EQUIPMENT RENTAL	3,600	3,600	3,600	3,600
59145 MOSQUITO SPRAYING	30,000	4,463	30,000	35,000
59639 VECTOR CONTROL	2,500	2,373	3,500	4,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	10,000	10,000	10,000	10,000
Other Total	46,100	20,436	47,100	52,600
Salaries and Wages				
51083 REGULAR SALARIES	40,534	42,913	52,478	52,478
51084 OVERTIME SALARIES	300	0	300	300
51090 SHIFT DIFFERENTIAL	20	0	0	0
Salaries and Wages Total	40,854	42,913	52,778	52,778
	<b>91,889</b>	<b>69,239</b>	<b>106,063</b>	<b>112,063</b>
<b>Net Total</b>	<b>(51,889)</b>	<b>(29,497)</b>	<b>(61,063)</b>	<b>(67,063)</b>

# Costing Center Summary

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Costing Center: *OUTDOOR POOL OPERATIONS*

**Previous Costing Center:** OUTDOOR POOL  
OPERATIONS

**Division:** RECREATION &  
CULTURAL SERVICES

**Department:** COMMUNITY

**Stage:** Council Review

**Budget Year:** 2017

**Accounting Reference:** 0371

**Approved:** No

**Manager:** Perry Roque 729-2170

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## Description:

This cost center captures the operating and maintenance costs for the Kinsmen Pool, Keystone Pool, three paddling pools and four spray parks.

## Comments:

Paddling Pools are located at Riverheights Park, Kirkcaldy Playground and Valleyview Community Centre.

Spray parks are located at Rideau, Stanley, Kin Park and Westridge.

This budget reflects the City's agreement with the YMCA. The City covers all maintenance for the pools while the YMCA is contracted to operate the outdoor pool, paddle pools and spray parks.

## Outlook:

The condition of the paddle pools and 2 outdoor pools has significantly decreased and the cost to maintain these facilities will continue to increase.



# Costing Center Summary

Costing Center: OUTDOOR POOL OPERATIONS

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	114,000	119,568	119,000	123,000
52028 GENERAL INSURANCE	0	0	251	256
Contract Services Total	114,000	119,568	119,251	123,256
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	2,000	2,500
Equipment Purchases Total	0	0	2,000	2,500
Materials and Supplies				
54099 PARTS AND MATERIALS	22,500	32,343	15,000	15,000
54107 CHEMICALS	0	0	15,000	16,000
Materials and Supplies Total	22,500	32,343	30,000	31,000
Utilities				
53025 HEAT	4,200	6,700	6,000	6,200
53046 POWER	5,500	7,275	7,500	7,500
53130 TELEPHONE	475	529	500	535
53150 WATER	39,000	28,212	43,000	44,000
Utilities Total	49,175	42,716	57,000	58,235
	<b>185,675</b>	<b>194,627</b>	<b>208,251</b>	<b>214,991</b>
<b>Net Total</b>	<b>(185,675)</b>	<b>(194,627)</b>	<b>(208,251)</b>	<b>(214,991)</b>

# Costing Center Summary

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Costing Center: *PARKS OPERATIONS*

**Previous Costing Center:** PARKS OPERATIONS

**Budget Year:** 2017

**Division:** RECREATION &  
CULTURAL SERVICES

**Accounting Reference:** 0151

**Department:** PARKS

**Approved:** No

**Stage:** Council Review

**Manager:** Perry Roque 729-2170

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## Description:

This costing center covers the maintenance and administrative costs for the Parks, Recreation and Greenspace operations, as well as maintenance of the downtown area. Costs include employee salaries and benefits, training & development, office costs, park maintenance, forestry maintenance, boulevard maintenance, and disease and insect control.

The revenue budget for this account reflects Dutch Elm Disease agreement and recoveries from the Province for a portion of the expenses for mowing grass on their right of ways.

## Comments:

This budget has been increased to reflect the additional maintenance costs associated with a growing City as we take over the maintenance of new subdivisions and the related green space.

Parks staff maintain the downtown area which includes tree pruning, flowers and planters and parking lot maintenance. Seasonal maintenance staff are responsible for weed control, painting of benches and seasonal light standards and general maintenance.

## Outlook:

The City provides a high standard of Parks and Green Space in the City of Brandon.

The overall maintenance of the downtown area is vital in attracting individuals to the area. The maintenance of the number of parks, green spaces, flower baskets and sidewalks not only increase the use but also make people in the area feel safe.

# Costing Center Summary

Costing Center: PARKS OPERATIONS

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	0	0	3,500	3,500
43625 PROVINCE - DISEASED TREES	109,156	109,156	99,531	73,031
Conditional Government Transfers Total	109,156	109,156	103,031	76,531
Other Income				
42999 REVENUE	22,000	23,000	23,000	24,000
49368 SALE PROCEEDS - EQUIPMENT		3,875	0	0
Other Income Total	22,000	26,875	23,000	24,000
User Fees and Sales of Goods				
42506 SCRAP METAL SALES	100	1,555	250	250
User Fees and Sales of Goods Total	100	1,555	250	250
	<b>131,256</b>	<b>137,586</b>	<b>126,281</b>	<b>100,781</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	2,200	1,580	2,142	2,142
51123 PROTECTIVE CLOTHING	15,000	16,000	16,000	16,000
51210 LICENSES	1,500	4,000	2,500	2,500
51285 MEDICALS	250	550	250	250
Benefits Total	18,950	22,130	20,892	20,892
Capital Contribution				
10300 CAPITAL PROJECTS	235,000	135,679	410,400	380,000
Capital Contribution Total	235,000	135,679	410,400	380,000
Contract Services				
52015 CONTRACTS	8,000	14,000	17,000	18,000
52019 CONSULTING FEES		3,872	0	0
52028 GENERAL INSURANCE	1,759	1,759	1,779	1,815
52032 VEHICLE INSURANCE	592	1,507	1,000	1,100
52081 EXTERNAL EQUIPMENT RENTAL	1,500	5,500	3,000	3,000
52212 WORK ORDER CONTRACTS	0	39,702	40,000	40,000
52696 FLOOD CONTRACTS		0	0	0
52759 SECURITY	7,000	5,000	0	0
Contract Services Total	18,851	71,340	62,779	63,915
Equipment Purchases				
54410 EQUIPMENT PURCHASES	3,500	8,146	4,000	5,000
Equipment Purchases Total	3,500	8,146	4,000	5,000
Materials and Supplies				
54062 LIABILITY CLAIMS	3,500	1,888	2,500	2,500
54099 PARTS AND MATERIALS	132,300	159,300	170,000	175,000
54103 GASOLINE #2 (VEHICLE)	9,500	12,700	12,000	13,000
54104 DIESEL (VEHICLE)	18,000	23,600	21,500	22,500

# Costing Center Summary

## Costing Center: PARKS OPERATIONS

54128	GASOLINE (OPERATING)	20,500	24,500	25,000	27,000
54129	DIESEL (OPERATING)	18,630	12,130	20,000	21,000
54257	WORK ORDER PARTS & MATERIALS	0	1,723	1,200	1,500
54323	INSURANCE DEDUCTIBLE		0	0	0
54693	FLOOD PARTS & MATERIALS		0	0	0
Materials and Supplies Total		202,430	235,841	252,200	262,500
Other					
51141	TRAINING & DEVELOPMENT COSTS	5,000	6,200	8,000	8,000
52231	INSURANCE RECOVERIES		0	0	0
59014	WORK ORDERS		0	0	0
59048	LUNCHEONS	500	1,000	750	800
59059	MEMBERSHIP	600	600	600	600
59080	INTERNAL EQUIPMENT RENTAL	105,525	112,725	121,033	121,033
59138	BUSINESS TRAVEL	3,500	2,900	3,000	3,000
59139	CONFERENCE COSTS	10,000	10,000	14,600	15,000
59248	DISPOSAL SITE CHARGE	90,000	53,000	60,000	60,000
59501	GREEN SPACE DEVELOPMENT	20,000	0	60,000	60,000
59993	EQUIPMENT CAPITAL CONTRIBUTION	255,113	270,113	220,640	220,640
Other Total		490,238	456,538	488,623	489,073
Reserve Appropriation					
58527	PROFESSIONAL FEES B/L 5886		0	0	0
58537	PARKS RESERVE B/L	400,000	400,000	500,000	400,000
Reserve Appropriation Total		400,000	400,000	500,000	400,000
Salaries and Wages					
51083	REGULAR SALARIES	1,029,021	1,079,132	1,177,128	1,184,789
51084	OVERTIME SALARIES	15,000	25,000	22,000	24,000
51090	SHIFT DIFFERENTIAL	500	250	500	500
51698	FLOOD OVERTIME		0	0	0
Salaries and Wages Total		1,044,521	1,104,382	1,199,628	1,209,289
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	4,000	500	4,000	4,000
59997	TRANSFER FR RESERVES		0	0	0
Transfers to/from Internal Accounts Total		4,000	500	4,000	4,000
Utilities					
53046	POWER	18,000	18,000	18,000	20,000
53130	TELEPHONE	9,000	9,000	10,445	10,445
53150	WATER	4,555	6,876	5,000	5,000
53295	RADIO COSTS	8,220	7,743	7,750	7,750
Utilities Total		39,775	41,619	41,195	43,195
		2,457,265	2,476,175	2,983,717	2,877,865
Net Total		(2,326,009)	(2,338,589)	(2,857,436)	(2,777,084)

# Costing Center Summary

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*Costing Center: REC CENTRE*

**Previous Costing Center:** REC CENTRE

**Budget Year:** 2017

**Division:** RECREATION &  
CULTURAL SERVICES -

**Accounting Reference:** 0284

**Department:** GOLF COURSE

**Approved:** No

**Stage:** Council Review

**Manager:** Perry Roque 729-2170

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## Description:

This cost center captures the operations of the Rec Centre, which consists of a golf course, tennis courts, toboggan hill, groomed ski trails, groomed snow shoe trails, walking paths and clubhouse.

## Comments:

## Outlook:

# Costing Center Summary

Costing Center: REC CENTRE

		2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>					
Other Income					
49368	SALE PROCEEDS - EQUIPMENT		12,181	0	0
Other Income Total			12,181	0	0
User Fees and Sales of Goods					
42101	GOLF MEMBERSHIPS	105,469	153,114	191,595	197,967
42134	CART STORAGE FEE	17,876	22,938	24,915	27,440
42152	EQUIPMENT RENTAL REVENUE	148,122	105,083	112,990	119,445
42279	INVENTORY SALES	8,000	11,321	10,000	11,000
42297	GREEN FEES	252,720	193,545	255,847	265,557
42298	TRAIL FEES	500	384	558	558
42386	TENNIS FEES	11,500	8,000	7,610	7,867
42506	SCRAP METAL SALES		0	0	0
User Fees and Sales of Goods Total		544,187	494,385	603,515	629,834
		<b>544,187</b>	<b>506,566</b>	<b>603,515</b>	<b>629,834</b>
<b>Expenditures</b>					
Benefits					
51122	BOOT ALLOWANCE	400	657	660	660
51210	LICENSES	300	300	400	400
Benefits Total		700	957	1,060	1,060
Capital Contribution					
10300	CAPITAL PROJECTS		500,000	0	0
Capital Contribution Total			500,000	0	0
Contract Services					
52015	CONTRACTS	9,750	54,750	12,960	14,000
52028	GENERAL INSURANCE	2,297	2,297	3,052	3,113
52032	VEHICLE INSURANCE		305	0	0
52081	EXTERNAL EQUIPMENT RENTAL	2,500	63,500	10,000	10,000
52387	BANK PROCESSING FEES	7,000	12,820	12,000	12,000
52696	FLOOD CONTRACTS		0	0	0
Contract Services Total		21,547	133,672	38,012	39,113
Equipment Purchases					
54410	EQUIPMENT PURCHASES		378	0	0
Equipment Purchases Total			378	0	0
Materials and Supplies					
54099	PARTS AND MATERIALS	22,500	25,500	25,000	27,500
54103	GASOLINE #2 (VEHICLE)	1,200	402	500	500
54107	CHEMICALS	22,500	20,929	40,000	40,000
54128	GASOLINE (OPERATING)	4,500	3,788	5,500	6,000
54129	DIESEL (OPERATING)	10,000	7,565	11,000	12,000
54274	EQUIPMENT PARTS	12,000	14,063	15,000	15,000

# Costing Center Summary

<i>Costing Center: REC CENTRE</i>				
54323	INSURANCE DEDUCTIBLE		0	0
54397	INVENTORY PURCHASES	4,800	9,916	5,400
54693	FLOOD PARTS & MATERIALS		0	0
Materials and Supplies Total		77,500	82,163	102,400
Other				
52231	INSURANCE RECOVERIES		0	0
59003	ADVERTISING	6,000	5,939	7,000
59059	MEMBERSHIP	3,500	6,280	6,345
59080	INTERNAL EQUIPMENT RENTAL	1,800	1,800	1,800
59138	BUSINESS TRAVEL	50	84	75
59207	CASH OVER/SHORT		0	0
59429	PROMOTIONS EXPENSE	1,500	3,389	4,500
59993	EQUIPMENT CAPITAL CONTRIBUTION	5,000	5,000	5,000
Other Total		17,850	22,492	24,720
Reserve Appropriation				
58542	RECREATION CENTRE B/L 4750	150,000	150,000	150,000
Reserve Appropriation Total		150,000	150,000	150,000
Salaries and Wages				
51083	REGULAR SALARIES	326,188	371,188	399,088
51084	OVERTIME SALARIES	5,000	8,827	5,400
51090	SHIFT DIFFERENTIAL	2,000	3,652	3,500
51698	FLOOD OVERTIME		0	0
Salaries and Wages Total		333,188	383,667	407,288
Transfers to/from Internal Accounts				
59997	TRANSFER FR RESERVES		0	0
Transfers to/from Internal Accounts Total			0	0
Utilities				
53025	HEAT	9,000	7,000	9,000
53046	POWER	20,000	23,000	21,000
53130	TELEPHONE	2,000	2,000	2,000
53150	WATER	2,950	2,205	2,000
Utilities Total		33,950	34,205	34,000
		<b>634,735</b>	<b>1,307,534</b>	<b>757,480</b>
<b>Net Total</b>		<b>(90,548)</b>	<b>(800,968)</b>	<b>(153,965)</b>
				<b>(135,047)</b>

# Costing Center Summary

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*Costing Center: SIDEWALK MAINTENANCE*

**Previous Costing Center:** SIDEWALK  
MAINTENANCE

**Division:** TRANSPORTATION  
SERVICES

**Department:** PARKS - Boulevards

**Stage:** Council Review

**Budget Year:** 2017

**Accounting Reference:** 9796

**Approved:** No

**Manager:** Perry Roque 729-2170

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## Description:

This cost center captures the maintenance and upgrade costs for city sidewalks, curbs and approaches.

## Comments:

Maintenance is specific to replacing deteriorated sidewalks, grinding trip hazards, and establishing wheel chair accessibility. Sidewalk replacements that exceed 1/2 block sections are managed through Development Services.

## Outlook:



# Costing Center Summary

Costing Center: SIDEWALK MAINTENANCE

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	670	541	550	550
Benefits Total	670	541	550	550
Contract Services				
52015 CONTRACTS	30,000	2,400	30,000	30,000
52032 VEHICLE INSURANCE	200	444	225	225
52081 EXTERNAL EQUIPMENT RENTAL	26,000	26,000	27,000	27,000
Contract Services Total	56,200	28,844	57,225	57,225
Equipment Purchases				
54410 EQUIPMENT PURCHASES	3,500	5,478	10,000	10,000
Equipment Purchases Total	3,500	5,478	10,000	10,000
Materials and Supplies				
54099 PARTS AND MATERIALS	40,000	61,650	40,000	40,000
54103 GASOLINE #2 (VEHICLE)	9,000	7,200	10,000	10,000
54104 DIESEL (VEHICLE)		0	0	0
Materials and Supplies Total	49,000	68,850	50,000	50,000
Other				
59080 INTERNAL EQUIPMENT RENTAL	16,725	16,725	19,900	19,900
59993 EQUIPMENT CAPITAL CONTRIBUTION	41,000	41,000	39,863	39,863
Other Total	57,725	57,725	59,763	59,763
Salaries and Wages				
51083 REGULAR SALARIES	243,543	260,543	240,211	240,211
51084 OVERTIME SALARIES	1,500	1,528	1,500	1,500
51090 SHIFT DIFFERENTIAL	500	500	500	500
Salaries and Wages Total	245,543	262,571	242,211	242,211
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES		0	0	0
Transfers to/from Internal Accounts Total		0	0	0
	<b>412,638</b>	<b>424,009</b>	<b>419,749</b>	<b>419,749</b>
<b>Net Total</b>	<b>(412,638)</b>	<b>(424,009)</b>	<b>(419,749)</b>	<b>(419,749)</b>

# Costing Center Summary

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*Costing Center: SKATING OVAL*

**Previous Costing Center:** SKATING OVAL

**Budget Year:** 2017

**Division:** RECREATION &  
CULTURAL SERVICES

**Accounting Reference:** 2478

**Department:** PARKS

**Approved:** No

**Stage:** Council Review

**Manager:** Perry Roque 729-2170

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## Description:

This cost center reflects the costs of establishing the skating oval located in the Canada Games Park, as well as general maintenance and security costs for the skating oval, skating trails, and winter lights.

## Comments:

The skating oval is open the first week of December and closes the last week of February, weather permitting. Lights come on each day during this period from 5:00 pm to 11:00 pm.

## Outlook:

Brandon Riverbank Inc. will continue to seek sponsorship for additional displays for this area.

# Costing Center Summary

Costing Center: SKATING OVAL

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	12,000	12,000	12,000	12,000
52028 GENERAL INSURANCE		0	0	0
52081 EXTERNAL EQUIPMENT RENTAL	700	700	800	800
Contract Services Total	12,700	12,700	12,800	12,800
Materials and Supplies				
54099 PARTS AND MATERIALS	6,500	6,500	7,000	7,000
54228 PROPANE	1,000	1,000	1,100	0
Materials and Supplies Total	7,500	7,500	8,100	7,000
Utilities				
53046 POWER	450	450	500	500
Utilities Total	450	450	500	500
	<b>20,650</b>	<b>20,650</b>	<b>21,400</b>	<b>20,300</b>
<b>Net Total</b>	<b>(20,650)</b>	<b>(20,650)</b>	<b>(21,400)</b>	<b>(20,300)</b>

# Costing Center Summary

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Costing Center: COMPOSTING OPERATIONS

**Previous Costing Center:** COMPOSTING  
OPERATIONS

**Division:** ENVIRONMENTAL  
HEALTH SERVICES -

**Department:** SANITATION

**Stage:** Council Review

**Budget Year:** 2017

**Accounting Reference:** 1021

**Approved:** No

**Manager:** Pam Penner 729-2248

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## Description:

This cost center captures composting operations taking place at Eastview Landfill as well as collection of residential carts and depots.

## Comments:

Composting operations consist of building, watering and turning compost windrows which include feed stock and residential organics. The residential composting curbside collection program continues to grow, with approximately 6300 green carts in the system as of fall 2016. This is an approximate 14% increase over 2015.

Green Manitoba pays a \$10 per tonne support payment for all qualifying organic material that is collected and diverted from the tipping face. With this funding the City will be required to meet certain criteria, such as having an onsite certified compost facilitator, provide detailed reporting, and submit a marketing plan for an end use product in the future.

## Outlook:

In the next few years the City will need to move its focus of the composting program to developing a long term strategy and end use for the material. This is a requirement from the Province to ensure that funding on qualifying material continues.

# Costing Center Summary

Costing Center: COMPOSTING OPERATIONS

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Conditional Government Transfers				
43510    PROVINCIAL GOV'T	250,000	250,000	100,000	100,000
Conditional Government Transfers Total	250,000	250,000	100,000	100,000
Other Income				
42999    REVENUE	0	700	1,125	1,125
Other Income Total	0	700	1,125	1,125
	<b>250,000</b>	<b>250,700</b>	<b>101,125</b>	<b>101,125</b>
<b>Expenditures</b>				
Contract Services				
52049    LABORATORY TESTING	2,000	1,400	2,000	2,000
52081    EXTERNAL EQUIPMENT RENTAL		0	0	0
Contract Services Total	2,000	1,400	2,000	2,000
Equipment Purchases				
54410    EQUIPMENT PURCHASES	13,000	3,677	0	0
Equipment Purchases Total	13,000	3,677	0	0
Materials and Supplies				
54099    PARTS AND MATERIALS	0	45,721	25,000	25,000
54104    DIESEL (VEHICLE)	0	2,505	1,000	1,000
Materials and Supplies Total	0	48,226	26,000	26,000
Other				
51141    TRAINING & DEVELOPMENT COSTS	5,000	1,990	6,000	3,000
59003    ADVERTISING	10,000	8,500	10,000	10,000
59059    MEMBERSHIP	600	600	600	600
59080    INTERNAL EQUIPMENT RENTAL	115,000	90,000	78,500	78,500
59248    DISPOSAL SITE CHARGE		0	0	0
59250    RECOVERY RESIDENTIAL		0	0	0
59993    EQUIPMENT CAPITAL CONTRIBUTION	162,000	129,000	249,039	249,039
Other Total	292,600	230,090	344,139	341,139
Reserve Appropriation				
58508    EQUIPMENT REPLACEMENT B/L 3675	150,000	150,000	0	0
Reserve Appropriation Total	150,000	150,000	0	0
	<b>457,600</b>	<b>433,393</b>	<b>372,139</b>	<b>369,139</b>
<b>Net Total</b>	<b>(207,600)</b>	<b>(182,693)</b>	<b>(271,014)</b>	<b>(268,014)</b>

# Costing Center Summary

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Costing Center: LANDFILL SITE OPERATIONS

**Previous Costing Center:** LANDFILL SITE  
OPERATIONS

**Budget Year:** 2017

**Division:** ENVIRONMENTAL  
HEALTH SERVICES -  
**Department:** SANITATION

**Accounting Reference:** 0204

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This cost center captures the operations of the Eastview Landfill Site.

## Comments:

The landfill, which used to operate under a Permit, has been changed and now operates under a Class 1 Licence. The Licence has new regulations that the department must adhere to and has added additional requirements such as strict deadlines and expectations on environmental areas such as ground water monitoring, GPS mapping and tagging of materials brought to the site, and certification of operators.

The Closure/Post Closure Levy was implemented in 2016 to ensure that the City will be able to meet the obligations set out by regulatory bodies once the site is permanently closed. Funds will be required to maintain the site and to provide continual testing and reporting of ground water and leachate collection systems.

The Sanitation department will continue to focus on advertising to educate the public on various landfill programs, such as Household Hazardous Waste, E-waste, and other diversion programs.

The increased demand by Provincial regulations for landfills in Manitoba requires an additional increase in the fee schedule to ensure that funds are available in the future. New regulations from the Province now require Equipment Operators to be trained and certified through SWANA (Solid Waste Association of North America).

## Outlook:

The Sanitation Department will continue to pay a Provincial tax (The Waste Reduction and Recycling Support (WRARS) levy) of \$10 per tonne for the refuse collection coming across the scale and being placed at the tipping face of the active cell. The Province will then disburse 80% of the provincial fund annually based on the City's proportionate share of captured recycling that has been reported to Multi-Material Stewardship Manitoba (MMSM). With this fee structure in place, the Sanitation department will continue its efforts to promote recycling incentives and activities.

# Costing Center Summary

Costing Center: LANDFILL SITE OPERATIONS

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	70,000	0	0	0
Income from Enterprises Total	70,000	0	0	0
Other Income				
42990 RECEIPTS	2,304,000	2,154,000	2,671,797	2,742,000
42999 REVENUE	6,000	17,500	16,000	16,000
44992 ECO CENTRE RECOVERIES	4,000	8,753	4,000	4,000
Other Income Total	2,314,000	2,180,253	2,691,797	2,762,000
Permits, Licenses and Fines				
42991 MUNICIPAL FEES	70,267	70,267	72,237	74,426
Permits, Licenses and Fines Total	70,267	70,267	72,237	74,426
User Fees and Sales of Goods				
42506 SCRAP METAL SALES	75,000	75,000	70,000	70,000
42557 HHW RECOVERY	3,000	3,000	3,000	3,000
42558 E-WASTE SALES	30,000	30,000	35,000	35,000
42901 HOUSEHOLD REFUSE FEES	2,300	1,300	1,500	1,500
42903 FREON HANDLING FEE	12,000	16,200	15,000	15,000
42921 TIRE DISPOSAL FEES	35,000	35,000	35,000	35,000
42986 ENVIRONMENTAL SURCHARGE	484,500	400,000	350,000	350,000
42987 POST/CLOSURE LEVY	0	160,000	140,000	140,000
User Fees and Sales of Goods Total	641,800	720,500	649,500	649,500
	<b>3,096,067</b>	<b>2,971,020</b>	<b>3,413,534</b>	<b>3,485,926</b>
<b>Expenditures</b>				
Benefits				
51100 UNIFORMS	0	0	1,000	1,000
51122 BOOT ALLOWANCE	2,068	1,658	2,134	2,134
51123 PROTECTIVE CLOTHING	2,500	2,500	2,500	2,500
51285 MEDICALS	210	180	210	210
Benefits Total	4,778	4,338	5,844	5,844
Contract Services				
52015 CONTRACTS	297,400	187,400	119,100	105,200
52028 GENERAL INSURANCE	208	208	465	475
52081 EXTERNAL EQUIPMENT RENTAL	10,000	110,000	200,000	205,000
52387 BANK PROCESSING FEES	0	0	325	325
52902 FREON DISPOSAL	5,000	0	150,000	100,000
Contract Services Total	312,608	297,608	469,890	411,000
Materials and Supplies				
54057 ECO CENTRE PARTS & MATERIALS	500	500	500	500
54099 PARTS AND MATERIALS	13,500	27,500	15,000	15,000
54103 GASOLINE #2 (VEHICLE)	6,500	5,000	7,000	7,000

# Costing Center Summary

## Costing Center: LANDFILL SITE OPERATIONS

54104	DIESEL (VEHICLE)	89,000	110,000	100,000	100,000
54118	OFFICE SUPPLIES	0	0	1,000	1,000
54128	GASOLINE (OPERATING)		0	0	0
54228	PROPANE		0	0	0
54323	INSURANCE DEDUCTIBLE		5,500	0	0
Materials and Supplies Total		109,500	148,500	123,500	123,500
Other					
51141	TRAINING & DEVELOPMENT COSTS	12,000	11,199	10,000	9,000
59003	ADVERTISING	8,000	7,478	10,000	10,000
59047	ECO CENTRE ADVERTISING	2,000	2,522	2,000	2,000
59048	LUNCHEONS		0	0	0
59059	MEMBERSHIP	1,690	1,371	2,500	2,500
59066	ENVIRONMENTAL LEVY	484,500	400,000	350,000	350,000
59067	LEACHATE TREATMENT	0	15,000	15,000	15,000
59080	INTERNAL EQUIPMENT RENTAL	134,400	131,500	131,200	131,200
59138	BUSINESS TRAVEL	500	1,000	1,000	1,000
59139	CONFERENCE COSTS		3,667	0	0
59248	DISPOSAL SITE CHARGE	(110,500)	(56,000)	(70,200)	(70,200)
59250	RECOVERY RESIDENTIAL	(740,000)	(715,000)	(850,000)	(850,000)
59339	EQUIPMENT MAINTENANCE	20,000	0	5,000	5,000
59611	LANDFILL CLOSURE COSTS		0	0	0
59993	EQUIPMENT CAPITAL CONTRIBUTION	343,213	339,213	418,348	418,348
Other Total		155,803	141,950	24,848	23,848
Reserve Appropriation					
58525	LANDFILL CLOSURE/POST CLOSURE B/L 7160	0	0	140,000	140,000
58544	DISPOSAL SITE B/L 4528	325,000	415,000	575,000	575,000
Reserve Appropriation Total		325,000	415,000	715,000	715,000
Salaries and Wages					
51083	REGULAR SALARIES	1,041,745	1,010,546	1,092,510	1,100,262
51084	OVERTIME SALARIES	10,000	15,000	15,000	15,000
51090	SHIFT DIFFERENTIAL	1,500	1,500	1,500	1,500
Salaries and Wages Total		1,053,245	1,027,046	1,109,010	1,116,762
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	2,000	4,500	2,000	2,000
Transfers to/from Internal Accounts Total		2,000	4,500	2,000	2,000
Utilities					
53025	HEAT	7,000	4,500	8,000	8,000
53046	POWER	8,000	7,200	8,300	8,300
53130	TELEPHONE	7,000	5,800	5,838	5,838
53150	WATER	275	225	300	300
53295	RADIO COSTS	9,480	7,000	7,000	7,000
Utilities Total		31,755	24,725	29,438	29,438
		<b>1,994,689</b>	<b>2,063,667</b>	<b>2,479,530</b>	<b>2,427,392</b>
Net Total					
		<b>1,101,378</b>	<b>907,353</b>	<b>934,004</b>	<b>1,058,534</b>



# Costing Center Summary

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Costing Center: *RECYCLING OPERATIONS*

**Previous Costing Center:** RECYCLING  
OPERATIONS

**Division:** ENVIRONMENTAL  
HEALTH SERVICES -  
**Department:** SANITATION

**Stage:** Council Review

**Budget Year:** 2017

**Accounting Reference:** 1023

**Approved:** No

**Manager:** Ian Broome 729-2292

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## Description:

This cost center covers the costs of operating and maintaining the recycling depots located throughout the City and at the Eastview Landfill Site, as well as the operations of the Materials Recycling Facility (MRF). In addition, costs related to residential collection are recorded here. Revenues recorded in this cost center include the Provincial Recycling Rebate, the MMSM (Multi Material Stewardship Manitoba) grant and proceeds from the sale of cardboard.

## Comments:

On a daily basis collection trucks are picking up 4 hours of recycling and 4 hours of residential refuse. Transportation covers the cost of shipping and marketing the baled or loose recyclable materials. If contamination can be controlled and the amount of residue goes below 10% these costs will decrease.

This cost centre includes the debt serving principal and interest costs relating to the MRF which expires in 2023.

## Outlook:

The price of OCC (old corrugated cardboard) that is processed in the facility is dependant on what the markets can bear. It is unknown from month to month what the selling price per tonne will be. With the fluctuation in the price on the market for cardboard it is difficult to estimate the revenue for the MRF as well as the future volumes that the facility will process.

# Costing Center Summary

Costing Center: RECYCLING OPERATIONS

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	370,000	370,000	370,000	370,000
43641 PROV-RECYCLING	706,455	706,455	706,455	706,455
Conditional Government Transfers Total	1,076,455	1,076,455	1,076,455	1,076,455
Other Income				
42999 REVENUE	300,000	0	0	0
Other Income Total	300,000	0	0	0
User Fees and Sales of Goods				
42505 RECYCLED MATERIAL SALES	0	175,000	200,000	200,000
42511 COMMERCIAL MATERIALS FEE	0	200,000	277,852	500,000
User Fees and Sales of Goods Total	0	375,000	477,852	700,000
	<b>1,376,455</b>	<b>1,451,455</b>	<b>1,554,307</b>	<b>1,776,455</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	550	618	605	605
51123 PROTECTIVE CLOTHING	0	0	1,000	1,000
Benefits Total	550	618	1,605	1,605
Contract Services				
52015 CONTRACTS	47,038	22,242	22,358	19,863
52028 GENERAL INSURANCE	1,901	1,901	1,937	1,976
52081 EXTERNAL EQUIPMENT RENTAL		43,787	0	0
Contract Services Total	48,939	67,930	24,295	21,839
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	132,379	132,379	137,218	142,637
57439 DEBENTURE INTEREST	57,800	57,800	52,902	47,413
Debenture Debt Servicing Costs Total	190,179	190,179	190,120	190,050
Equipment Purchases				
54410 EQUIPMENT PURCHASES	5,000	2,343	0	0
59036 SAFETY EQUIPMENT	0	1,536	1,000	1,000
Equipment Purchases Total	5,000	3,879	1,000	1,000
Materials and Supplies				
54099 PARTS AND MATERIALS	28,000	68,000	28,000	28,000
54104 DIESEL (VEHICLE)	10,215	17,915	5,500	5,500
54228 PROPANE	3,000	4,000	4,500	4,500
54880 GRAVEL	10,000	9,964	10,000	10,000
Materials and Supplies Total	51,215	99,879	48,000	48,000
Other				
51141 TRAINING & DEVELOPMENT COSTS	0	0	5,250	3,750
52144 TRANSPORTATION	517,020	425,076	582,392	676,944
59003 ADVERTISING	3,000	4,500	7,000	7,000

# Costing Center Summary

## Costing Center: RECYCLING OPERATIONS

59048	LUNCHEONS	200	100	200	200
59059	MEMBERSHIP	0	0	400	400
59080	INTERNAL EQUIPMENT RENTAL	114,000	87,000	67,000	67,000
59138	BUSINESS TRAVEL	0	0	500	500
59248	DISPOSAL SITE CHARGE		0	0	0
59250	RECOVERY RESIDENTIAL		0	0	0
59339	EQUIPMENT MAINTENANCE	5,000	5,000	5,000	5,000
59993	EQUIPMENT CAPITAL CONTRIBUTION	168,100	128,100	245,950	245,950
Other Total		807,320	649,776	913,692	1,006,744
Salaries and Wages					
51083	REGULAR SALARIES	429,489	373,489	449,276	450,366
51084	OVERTIME SALARIES	3,000	1,200	2,500	2,500
51090	SHIFT DIFFERENTIAL	0	100	100	100
Salaries and Wages Total		432,489	374,789	451,876	452,966
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	3,000	14,000	14,600	14,600
Transfers to/from Internal Accounts Total		3,000	14,000	14,600	14,600
Utilities					
53046	POWER	60,000	50,000	60,000	60,000
53150	WATER	1,050	1,050	1,257	1,284
Utilities Total		61,050	51,050	61,257	61,284
		<b>1,599,742</b>	<b>1,452,100</b>	<b>1,706,445</b>	<b>1,798,087</b>
<b>Net Total</b>		<b>(223,287)</b>	<b>(645)</b>	<b>(152,138)</b>	<b>(21,632)</b>

# Costing Center Summary

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Costing Center: REFUSE COLLECTION

**Previous Costing Center:** REFUSE COLLECTION

**Budget Year:** 2017

**Division:** ENVIRONMENTAL  
HEALTH SERVICES -  
**Department:** SANITATION

**Accounting Reference:** 0166

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This cost center captures operations associated with the refuse collection program for both residential and multi-family dwellings, as well as the maintenance of approximately 200 litter bins in the downtown area and along walkways throughout the City.

## Comments:

Beginning in 2014, for a five (5) year term, the City entered into a contract with Overland Waste for the collection of refuse and recycling from multi-family housing with seven (7) or more units. The contract is on a declining costs basis with no cost to the city after five (5) years.

Revenue recorded in the account consists of fees for refuse collection from commercial properties and the sale of collection bins for new developments.

## Outlook:

As the City continues to expand and new developments are being built the department will need to look at adjusting or adding to the existing routes for collection. This may require additional equipment operators to operate the trucks to ensure that the same level of service is continued.

# Costing Center Summary

Costing Center: REFUSE COLLECTION

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Other Income				
42999 REVENUE	58,000	0	0	0
Other Income Total	58,000	0	0	0
User Fees and Sales of Goods				
42507 COMMERCIAL COLLECTION FEES	0	24,000	28,600	29,458
42510 REFUSE BIN SALES	0	34,000	36,000	36,000
User Fees and Sales of Goods Total	0	58,000	64,600	65,458
	<b>58,000</b>	<b>58,000</b>	<b>64,600</b>	<b>65,458</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	342,304	317,304	221,055	115,501
Contract Services Total	342,304	317,304	221,055	115,501
Materials and Supplies				
54062 LIABILITY CLAIMS		496	0	0
54099 PARTS AND MATERIALS	5,000	37,500	10,000	10,000
54103 GASOLINE #2 (VEHICLE)	5,000	4,000	5,000	5,000
54104 DIESEL (VEHICLE)	117,120	75,000	75,000	75,000
Materials and Supplies Total	127,120	116,996	90,000	90,000
Other				
59003 ADVERTISING	5,000	2,200	5,000	5,000
59080 INTERNAL EQUIPMENT RENTAL	95,000	70,000	72,100	72,100
59248 DISPOSAL SITE CHARGE	740,000	715,000	850,000	850,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	132,000	99,000	222,899	222,899
Other Total	972,000	886,200	1,149,999	1,149,999
Reserve Appropriation				
58544 DISPOSAL SITE B/L 4528	30,000	34,000	36,000	36,000
Reserve Appropriation Total	30,000	34,000	36,000	36,000
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	0	100	500	500
Transfers to/from Internal Accounts Total	0	100	500	500
	<b>1,471,424</b>	<b>1,354,600</b>	<b>1,497,554</b>	<b>1,392,000</b>
<b>Net Total</b>	<b>(1,413,424)</b>	<b>(1,296,600)</b>	<b>(1,432,954)</b>	<b>(1,326,542)</b>

# Costing Center Summary

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Costing Center: SPORTSPLEX ARENA

**Previous Costing Center:** SPORTSPLEX ARENA

**Budget Year:** 2017

**Division:** RECREATION &  
CULTURAL SERVICES -  
**Department:** SPORTSPLEX

**Accounting Reference:** 2426

**Approved:** No

**Stage:** Council Review

**Manager:** Jeff Elliott 729-2472

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## Description:

This cost center captures revenues and program expenses for the Sportsplex Arena which is generated from ice rentals, public skating and programs such as Learn to Skate.

## Comments:

The arena is used by community groups who book the ice for tournaments, hockey practice and game use. A Learn to Skate program and public skate ice times are offered throughout the year. The arena is also used free of charge by the Brandon School Division as part of the Joint Use Agreement between the City and the Division. The arena prim time is generally from September to March and is busiest from 3:30 to 11:30 pm on week days and from 7:00 am to 11:00 pm on weekends. During the summer months hockey schools rent the ice to deliver their hockey schools.

The Sportsplex arena rental rates continue to be in the mid range for what other western cities are charging for ice rental.

## Outlook:

Key to maximizing arena revenue is to continue efforts to fully utilize ice time to the maximum extent possible. One example is scheduling Sticks & Pucks during slow periods, which is offered to two age groups - 12 & under and 13 & older. This program is a very popular activity for the youth.

# Costing Center Summary

Costing Center: SPORTSPLEX ARENA

		2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>					
User Fees and Sales of Goods					
42113	PROGRAMS REVENUE	20,600	23,600	22,775	23,000
42193	SPORT RENTAL	381,100	375,000	392,500	395,500
42195	ROOM RENTALS	3,705	3,705	3,715	3,780
42196	PUBLIC SKATING	38,000	38,000	39,000	40,500
42197	SCHOOL PASSES	1,000	500	500	500
User Fees and Sales of Goods Total		444,405	440,805	458,490	463,280
		<b>444,405</b>	<b>440,805</b>	<b>458,490</b>	<b>463,280</b>
<b>Expenditures</b>					
Contract Services					
52028	GENERAL INSURANCE	0	0	102	104
Contract Services Total		0	0	102	104
Materials and Supplies					
54228	PROPANE	0	0	5,000	5,000
Materials and Supplies Total		0	0	5,000	5,000
Other					
54124	PROGRAM EXPENSES	4,635	1,035	1,035	1,035
Other Total		4,635	1,035	1,035	1,035
Salaries and Wages					
51083	REGULAR SALARIES	0	0	5,935	5,935
Salaries and Wages Total		0	0	5,935	5,935
		<b>4,635</b>	<b>1,035</b>	<b>12,072</b>	<b>12,074</b>
<b>Net Total</b>		<b>439,770</b>	<b>439,770</b>	<b>446,418</b>	<b>451,206</b>

# Costing Center Summary

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Costing Center: SPORTSPLEX CONCESSION

**Previous Costing Center:** SPORTSPLEX  
CONCESSION

**Budget Year:** 2017

**Division:** RECREATION &  
CULTURAL SERVICES -  
**Department:** SPORTSPLEX

**Accounting Reference:** 0293

**Approved:** No

**Stage:** Council Review

**Manager:** Jeff Elliott 729-2472

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## Description:

This cost center captures the revenues and operating costs of the Sportsplex canteen. This includes costs for staffing and supplies purchased for resale at the canteen.

## Comments:

The Sportsplex offers concession services, operated by city employees, as a compliment to the other main services. It operates year round with the busiest time being during track and field season (generally May & June). Canteen sales are highly variable depending on the activities within the facility. The canteen normally operates with one staff person but during the busy times, such as larger events extra staff is brought in.

## Outlook:



# Costing Center Summary

Costing Center: SPORTSPLEX CONCESSION

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Other Income				
42999    REVENUE	123,378	108,378	152,378	155,245
Other Income Total	123,378	108,378	152,378	155,245
User Fees and Sales of Goods				
42301    CATERING REVENUE	3,000	2,000	3,000	3,000
42334    VENDING MACHINE REVENUE	16,000	14,600	18,000	18,000
User Fees and Sales of Goods Total	19,000	16,600	21,000	21,000
	<b>142,378</b>	<b>124,978</b>	<b>173,378</b>	<b>176,245</b>
<b>Expenditures</b>				
Equipment Purchases				
54410    EQUIPMENT PURCHASES	2,000	0	2,000	2,000
Equipment Purchases Total	2,000	0	2,000	2,000
Materials and Supplies				
54099    PARTS AND MATERIALS	2,000	2,000	2,000	2,000
54149    SUPPLIES	65,000	62,900	65,000	65,000
Materials and Supplies Total	67,000	64,900	67,000	67,000
Other				
54302    CATERING EXPENSES	500	0	500	250
59003    ADVERTISING		0	0	0
59207    CASH OVER/SHORT		0	0	0
59339    EQUIPMENT MAINTENANCE	2,000	2,000	2,000	2,000
Other Total	2,500	2,000	2,500	2,250
Salaries and Wages				
51083    REGULAR SALARIES	101,968	88,968	109,212	109,212
51084    OVERTIME SALARIES	1,200	1,800	1,200	1,000
51090    SHIFT DIFFERENTIAL	1,000	600	1,000	1,000
Salaries and Wages Total	104,168	91,368	111,412	111,212
	<b>175,668</b>	<b>158,268</b>	<b>182,912</b>	<b>182,462</b>
<b>Net Total</b>	<b>(33,290)</b>	<b>(33,290)</b>	<b>(9,534)</b>	<b>(6,217)</b>

# Costing Center Summary

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*Costing Center: SPORTSPLEX GENERAL FACILITY*

**Previous Costing Center:** SPORTSPLEX GENERAL  
FACILITY

**Division:** RECREATION &  
CULTURAL SERVICES -

**Department:** SPORTSPLEX

**Stage:** Council Review

**Budget Year:** 2017

**Accounting Reference:** 0292

**Approved:** No

**Manager:** Jeff Elliott 729-2472

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## Description:

This account captures the operating and maintenance costs of the entire Sportsplex facility including an outdoor track. Salaries, utilities, and parts & materials account for the largest portion of expenses.

## Comments:

2017 will see the completion of the track redevelopment in preparation for the 2017 and 2018 Legion Track & Field Championships.

## Outlook:

# Costing Center Summary

Costing Center: SPORTSPLEX GENERAL FACILITY

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	500,000	500,000	0	0
43660 PROVINCIAL OTHER		12,544	0	0
Conditional Government Transfers Total	500,000	512,544	0	0
Other Income				
42365 COMMISSION REVENUES	8,500	6,500	9,500	9,750
49368 SALE PROCEEDS - EQUIPMENT	30,000	0	15,000	0
Other Income Total	38,500	6,500	24,500	9,750
User Fees and Sales of Goods				
42060 ADMIN FEE REVENUE	2,000	2,000	2,000	2,000
42113 PROGRAMS REVENUE	60,471	48,471	63,700	65,500
42142 MERCHANDISE SALES	1,800	1,800	2,000	2,000
42152 EQUIPMENT RENTAL REVENUE	70	70	100	100
42153 COURT FEE REVENUE	11,800	11,800	12,300	12,600
42169 LOCKER REVENUE	9,000	5,000	9,200	9,500
42172 TRACK REVENUE	5,000	6,231	4,500	6,400
42174 OVAL ROOM RENTAL		0	0	0
42195 ROOM RENTALS	19,096	16,096	19,475	20,100
42333 STICKER MACHINE		0	0	0
42334 VENDING MACHINE REVENUE		0	0	0
42390 ADVERTISING REVENUE	18,000	16,000	18,000	19,000
42412 MEMBERSHIP REVENUES	20,000	16,000	21,000	21,600
User Fees and Sales of Goods Total	147,237	123,468	152,275	158,800
	<b>685,737</b>	<b>642,512</b>	<b>176,775</b>	<b>168,550</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	1,034	1,034	1,034	1,200
Benefits Total	1,034	1,034	1,034	1,200
Contract Services				
52015 CONTRACTS	8,000	8,000	4,685	4,690
52019 CONSULTING FEES		0	0	0
52020 PROFESSIONAL FEES	600	900	600	800
52028 GENERAL INSURANCE	5,758	5,758	5,879	5,996
52043 EXTERNAL LAUNDRY	600	1,000	600	700
52054 MAINT OF EQUIP EXT	23,900	36,900	26,500	28,500
52081 EXTERNAL EQUIPMENT RENTAL	1,600	7,000	1,600	2,000
52282 BLADE SHARPENING	2,200	2,500	2,600	2,800
Contract Services Total	42,658	62,058	42,464	45,486
Equipment Purchases				
54410 EQUIPMENT PURCHASES	4,000	4,250	4,000	4,000

# Costing Center Summary

## Costing Center: SPORTSPLEX GENERAL FACILITY

Equipment Purchases Total	4,000	4,250	4,000	4,000
Materials and Supplies				
54021 FREIGHT		85	0	0
54099 PARTS AND MATERIALS	56,629	108,629	68,597	69,500
54103 GASOLINE #2 (VEHICLE)	750	750	750	750
54228 PROPANE	5,000	4,000	0	0
54266 TOOLS	1,000	1,500	1,000	1,000
54274 EQUIPMENT PARTS	2,500	2,500	2,500	2,500
54275 JANITORIAL SUPPLIES	1,500	2,000	1,500	1,600
54397 INVENTORY PURCHASES	1,500	1,100	1,500	1,500
Materials and Supplies Total	68,879	120,564	75,847	76,850
Other				
51141 TRAINING & DEVELOPMENT COSTS	3,000	2,000	2,200	2,200
54124 PROGRAM EXPENSES	5,000	6,500	5,500	5,500
59003 ADVERTISING	1,000	1,000	0	0
59014 WORK ORDERS		0	0	0
59138 BUSINESS TRAVEL	1,100	800	1,100	1,100
59139 CONFERENCE COSTS	2,500	2,500	2,500	2,500
59207 CASH OVER/SHORT		0	0	0
59354 PROGRAM ADVERTISING	15,000	15,000	17,000	17,000
Other Total	27,600	27,800	28,300	28,300
Reserve Appropriation				
58512 SPORTSPLEX MAINTENANCE B/L5066	730,000	712,544	215,000	215,000
Reserve Appropriation Total	730,000	712,544	215,000	215,000
Salaries and Wages				
51083 REGULAR SALARIES	836,624	831,724	880,020	953,056
51084 OVERTIME SALARIES	18,000	18,000	18,000	18,000
51090 SHIFT DIFFERENTIAL	7,800	7,800	7,800	7,800
Salaries and Wages Total	862,424	857,524	905,820	978,856
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	2,000	0	2,000	2,000
59997 TRANSFER FR RESERVES		0	0	0
Transfers to/from Internal Accounts Total	2,000	0	2,000	2,000
Utilities				
53025 HEAT	77,250	43,250	78,800	82,750
53046 POWER	129,151	131,151	134,317	138,250
53130 TELEPHONE	6,225	6,225	6,986	7,474
53150 WATER	39,925	29,640	43,275	44,500
Utilities Total	252,551	210,266	263,378	272,974
	<b>1,991,146</b>	<b>1,996,040</b>	<b>1,537,843</b>	<b>1,624,666</b>
<b>Net Total</b>	<b>(1,305,409)</b>	<b>(1,353,528)</b>	<b>(1,361,068)</b>	<b>(1,456,116)</b>

# Costing Center Summary

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Costing Center: SPORTSPLEX POOL

**Previous Costing Center:** SPORTSPLEX POOL

**Budget Year:** 2017

**Division:** RECREATION &  
CULTURAL SERVICES -  
**Department:** SPORTSPLEX

**Accounting Reference:** 0296

**Approved:** No

**Stage:** Council Review

**Manager:** Jeff Elliott 729-2472

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## Description:

This cost center captures the Sportsplex Pool revenues and expenses for user rentals, public swim and pool programs.

## Comments:

The pool is rented by a number of external groups such as School Divisions in the Westman area, the Fire College, and Assiniboine Community College for some of their training. As per the Joint Use Agreement with the Brandon School Division, the division can use facility free of charge. One of the largest external users of the pool is the Blue Fins Swim Club. The club has continued to expand their programs over the years and now also provide learn to swim programs. This has had some impact on participation in the swim programs offered by the City. The Blue Fins also hosts two provincial swim meets annually, one in the spring and one in the fall. The Canadian Red Cross and Lifesaving programs are the largest revenue programs offered in the swimming pool while the largest expenses are salaries and chemicals.

Maximization of the use of the pool facility will be achieved through aggressive programming. In 2017 the focus is marketing to fill programs to capacity.

## Outlook:

# Costing Center Summary

Costing Center: SPORTSPLEX POOL

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	2,250	3,935	2,250	2,250
Income from Enterprises Total	2,250	3,935	2,250	2,250
User Fees and Sales of Goods				
42113 PROGRAMS REVENUE	70,000	24,172	52,635	53,700
42168 LANE RENTAL	200	500	0	0
42175 PUBLIC SWIM REVENUE	72,000	40,500	73,000	75,000
42176 SWIM PASS REVENUE	19,400	10,793	20,200	21,000
42178 FULL POOL RENTAL	45,000	11,881	46,000	47,500
42181 HALF POOL RENTAL	30,000	8,467	30,000	31,000
42183 QUARTER POOL - RENTAL	6,500	5,968	6,700	6,900
42184 LIFEGUARD CHARGES	33,100	7,543	34,100	35,500
42185 SWIM LESSONS	175,000	95,200	184,550	190,000
42384 WATERSLIDE	4,600	613	4,800	4,950
User Fees and Sales of Goods Total	455,800	205,637	451,985	465,550
	<b>458,050</b>	<b>209,571</b>	<b>454,235</b>	<b>467,800</b>
<b>Expenditures</b>				
Benefits				
51146 CLOTHING ALLOWANCE	1,000	500	1,000	1,000
Benefits Total	1,000	500	1,000	1,000
Contract Services				
52387 BANK PROCESSING FEES	12,000	9,000	12,000	12,500
Contract Services Total	12,000	9,000	12,000	12,500
Equipment Purchases				
54410 EQUIPMENT PURCHASES	7,500	5,600	8,000	8,000
Equipment Purchases Total	7,500	5,600	8,000	8,000
Materials and Supplies				
54107 CHEMICALS	16,500	11,500	16,000	17,000
54109 CHLORINE	4,000	4,000	4,200	4,500
54201 BADGES	5,000	0	5,000	5,150
59293 CYLINDER DEPOSITS		0	0	0
Materials and Supplies Total	25,500	15,500	25,200	26,650
Other				
51141 TRAINING & DEVELOPMENT COSTS	2,500	3,500	3,000	3,000
54124 PROGRAM EXPENSES	15,000	7,500	16,000	16,500
59059 MEMBERSHIP	444	444	444	460
59139 CONFERENCE COSTS	2,200	0	1,950	1,950
Other Total	20,144	11,444	21,394	21,910
Salaries and Wages				
51083 REGULAR SALARIES	285,651	147,581	341,117	341,117

# Costing Center Summary

Costing Center: SPORTSPLEX POOL					
51084	OVERTIME SALARIES	2,000	2,991	2,000	2,000
51090	SHIFT DIFFERENTIAL	3,850	2,014	3,850	3,850
Salaries and Wages Total		291,501	152,586	346,967	346,967
		357,645	194,630	414,561	417,027
Net Total		100,405	14,941	39,674	50,773

# Costing Center Summary

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*Costing Center: SNOW REMOVAL & SANDING*

**Previous Costing Center:** SNOW REMOVAL &  
SANDING

**Division:** TRANSPORTATION  
SERVICES

**Department:** STREETS

**Stage:** Council Review

**Budget Year:** 2017

**Accounting Reference:** 1055

**Approved:** No

**Manager:** Ian Broome 729-2292

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## Description:

This cost center covers costs associated with sanding, plowing and removal of snow from City streets, lanes and walkways, as well as maintaining approximately 1481 feet of snow fencing.

## Comments:

Funds have been allocated for external equipment rental to hire outside parties for snow removal after significant snow falls.

## Outlook:

The snow removal procedure is revised annually to maximize efficiencies. As the City grows staff and equipment needs will increase in order to maintain the level of service expected by residents.



# Costing Center Summary

Costing Center: SNOW REMOVAL & SANDING

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52028 GENERAL INSURANCE	0	0	129	132
52081 EXTERNAL EQUIPMENT RENTAL	140,000	99,306	110,000	110,000
Contract Services Total	140,000	99,306	110,129	110,132
Materials and Supplies				
54062 LIABILITY CLAIMS	2,000	2,000	2,000	2,000
54099 PARTS AND MATERIALS	35,000	65,000	50,000	50,000
54104 DIESEL (VEHICLE)	56,535	56,535	58,000	58,000
54396 SALT	30,000	37,000	46,000	46,000
54439 WINTER SAND MIX	0	0	10,000	10,000
Materials and Supplies Total	123,535	160,535	166,000	166,000
Other				
59080 INTERNAL EQUIPMENT RENTAL	121,883	123,583	126,431	126,431
59993 EQUIPMENT CAPITAL CONTRIBUTION	239,726	241,586	229,125	229,125
Other Total	361,609	365,169	355,556	355,556
Salaries and Wages				
51084 OVERTIME SALARIES		134	0	0
Salaries and Wages Total		134	0	0
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	10,000	10,000	10,000	10,000
Transfers to/from Internal Accounts Total	10,000	10,000	10,000	10,000
	<b>635,144</b>	<b>635,144</b>	<b>641,685</b>	<b>641,688</b>
<b>Net Total</b>	<b>(635,144)</b>	<b>(635,144)</b>	<b>(641,685)</b>	<b>(641,688)</b>

# Costing Center Summary

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*Costing Center: STREET & WALKWAY MAINTENANCE*

**Previous Costing Center:** STREET & WALKWAY  
MAINTENANCE

**Division:** TRANSPORTATION  
SERVICES

**Department:** STREETS

**Stage:** Council Review

**Budget Year:** 2017

**Accounting Reference:** 1052

**Approved:** No

**Manager:** Ian Broome 729-2292

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## Description:

This cost center covers costs associated with surface repair and maintenance on City streets and lanes including gravel boundary roads as well as walkways.

## Comments:

Pothole repair, street Repairs, gravel roads and lanes, dust control, paved lane repair and crackfill are all a part of this account.

## Outlook:

# Costing Center Summary

Costing Center: STREET & WALKWAY MAINTENANCE

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	20,000	110	20,000	20,000
52028 GENERAL INSURANCE	0	0	14	14
Contract Services Total	20,000	110	20,014	20,014
Materials and Supplies				
54099 PARTS AND MATERIALS	80,000	69,765	20,000	20,000
54103 GASOLINE #2 (VEHICLE)	500	575	500	500
54104 DIESEL (VEHICLE)	45,410	42,410	45,000	45,000
54395 CALCIUM CHLORIDE	20,000	16,227	20,000	20,000
54879 ASPHALT	0	0	45,000	45,000
54880 GRAVEL	0	0	20,000	20,000
Materials and Supplies Total	145,910	128,977	150,500	150,500
Other				
59080 INTERNAL EQUIPMENT RENTAL	194,450	194,450	200,335	200,335
59993 EQUIPMENT CAPITAL CONTRIBUTION	310,075	310,075	380,113	380,113
Other Total	504,525	504,525	580,448	580,448
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	500	221	500	500
Transfers to/from Internal Accounts Total	500	221	500	500
Utilities				
53150 WATER	200	0	215	215
Utilities Total	200	0	215	215
	<b>671,135</b>	<b>633,833</b>	<b>751,677</b>	<b>751,677</b>
<b>Net Total</b>	<b>(671,135)</b>	<b>(633,833)</b>	<b>(751,677)</b>	<b>(751,677)</b>

# Costing Center Summary

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*Costing Center: STREET SWEEPING*

**Previous Costing Center:** STREET SWEEPING

**Budget Year:** 2017

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 1054

**Department:** STREETS

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This cost center reflects all costs associated with cleaning City streets. The main expense occurs during spring cleanup sweeping where all streets and paved lanes are swept free of accumulations of winter sand and debris.

## Comments:

The fleet of equipment includes a 4 wheel sweeper which allows us to provide services to other communities, during off peak times, without the need to transport the equipment.

## Outlook:

As each new development is built within the City the sweeping program must keep up with the needs of the communities we serve.

# Costing Center Summary

Costing Center: STREET SWEEPING

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
User Fees and Sales of Goods				
42508    SWEEPING SERVICES	25,000	45,000	30,000	30,000
User Fees and Sales of Goods Total	25,000	45,000	30,000	30,000
	<b>25,000</b>	<b>45,000</b>	<b>30,000</b>	<b>30,000</b>
<b>Expenditures</b>				
Contract Services				
52081    EXTERNAL EQUIPMENT RENTAL		2,500	0	0
Contract Services Total		2,500	0	0
Materials and Supplies				
54099    PARTS AND MATERIALS	20,000	31,406	20,000	20,000
54104    DIESEL (VEHICLE)	3,000	4,500	7,500	7,500
Materials and Supplies Total	23,000	35,906	27,500	27,500
Other				
59080    INTERNAL EQUIPMENT RENTAL	88,667	88,667	56,001	56,001
59993    EQUIPMENT CAPITAL CONTRIBUTION	146,511	146,511	65,207	65,207
Other Total	235,178	235,178	121,208	121,208
Transfers to/from Internal Accounts				
59001    SHOP RATE CHARGES	10,000	14,000	10,000	10,000
Transfers to/from Internal Accounts Total	10,000	14,000	10,000	10,000
Utilities				
53150    WATER	750	1,344	800	800
Utilities Total	750	1,344	800	800
	<b>268,928</b>	<b>288,928</b>	<b>159,508</b>	<b>159,508</b>
<b>Net Total</b>	<b>(243,928)</b>	<b>(243,928)</b>	<b>(129,508)</b>	<b>(129,508)</b>

# Costing Center Summary

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*Costing Center: STREETS SUPERVISION*

**Previous Costing Center:** STREETS SUPERVISION

**Budget Year:** 2017

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 1051

**Department:** STREETS

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This cost center covers the costs related to the administration of the Streets Section. All salaries associated with the Streets section come out of this account.

## Comments:

## Outlook:

As the City continues to grow more demands are placed on current staff to meet all the needs within the City.

# Costing Center Summary

Costing Center: STREETS SUPERVISION

		2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Expenditures</b>					
Benefits					
51122	BOOT ALLOWANCE	2,025	1,725	2,145	2,145
51123	PROTECTIVE CLOTHING	2,000	2,600	2,500	2,500
51285	MEDICALS	280	210	280	280
Benefits Total		4,305	4,535	4,925	4,925
Contract Services					
52015	CONTRACTS	1,500	5,500	2,785	2,785
Contract Services Total		1,500	5,500	2,785	2,785
Equipment Purchases					
54410	EQUIPMENT PURCHASES	9,500	3,000	5,000	0
Equipment Purchases Total		9,500	3,000	5,000	0
Materials and Supplies					
54099	PARTS AND MATERIALS	3,000	4,500	3,000	3,000
54103	GASOLINE #2 (VEHICLE)	4,550	4,550	5,000	5,000
54323	INSURANCE DEDUCTIBLE		2,500	0	0
Materials and Supplies Total		7,550	11,550	8,000	8,000
Other					
51141	TRAINING & DEVELOPMENT COSTS	1,500	2,360	4,000	4,000
59080	INTERNAL EQUIPMENT RENTAL	3,100	3,100	7,100	7,100
59139	CONFERENCE COSTS	1,000	140	0	0
59993	EQUIPMENT CAPITAL CONTRIBUTION	6,000	6,000	11,986	11,986
Other Total		11,600	11,600	23,086	23,086
Salaries and Wages					
51083	REGULAR SALARIES	1,085,658	898,680	1,055,321	1,059,216
51084	OVERTIME SALARIES	32,000	32,000	32,000	32,000
51090	SHIFT DIFFERENTIAL	5,000	3,400	5,000	5,000
Salaries and Wages Total		1,122,658	934,080	1,092,321	1,096,216
Utilities					
53130	TELEPHONE	3,814	2,564	1,970	1,970
53295	RADIO COSTS	12,330	9,834	9,684	9,684
Utilities Total		16,144	12,398	11,654	11,654
		<b>1,173,257</b>	<b>982,663</b>	<b>1,147,771</b>	<b>1,146,666</b>
<b>Net Total</b>					
		<b>(1,173,257)</b>	<b>(982,663)</b>	<b>(1,147,771)</b>	<b>(1,146,666)</b>

# Costing Center Summary

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Costing Center: HANDI-TRANSIT OPERATIONS

**Previous Costing Center:** HANDI-TRANSIT  
OPERATIONS

**Division:** TRANSPORTATION  
SERVICES - Transit

**Department:** TRANSIT / HANDI-  
TRANSIT

**Stage:** Council Review

**Budget Year:** 2017

**Accounting Reference:** 3212

**Approved:** No

**Manager:** Carla Richardson 729-2594

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## Description:

This cost center captures revenues and expenses associated with providing subsidized door to door transportation within city limits.

## Comments:

Handi-Transit serves and builds community by providing specialized service to persons whose disability does not allow them make use of the fixed route transit system. This essential service improves the quality of life of those with mobility challenges as it is the only way for them to access employment, healthcare, shopping and leisure activities.

Due to the increasing purchase price of new buses and the gas tax funding remaining static, it is necessary to begin contributing capital monies to build up the Transit Equipment Reserve, to ensure adequate funds are available at time of replacement.

## Outlook:



# Costing Center Summary

Costing Center: HANDI-TRANSIT OPERATIONS

	2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>				
User Fees and Sales of Goods				
42331 TICKETS	77,000	68,500	80,000	85,000
User Fees and Sales of Goods Total	77,000	68,500	80,000	85,000
	<b>77,000</b>	<b>68,500</b>	<b>80,000</b>	<b>85,000</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	4,700	4,200	4,400	5,500
52069 PRINTING COSTS	450	0	640	500
Contract Services Total	5,150	4,200	5,040	6,000
Materials and Supplies				
54099 PARTS AND MATERIALS	1,000	200	1,000	1,100
54104 DIESEL (VEHICLE)	40,000	33,250	40,000	43,000
Materials and Supplies Total	41,000	33,450	41,000	44,100
Other				
59080 INTERNAL EQUIPMENT RENTAL	125,000	125,000	113,000	113,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	0	0	97,754	97,754
Other Total	125,000	125,000	210,754	210,754
Transfers to/from Internal Accounts				
59334 INTERNAL CHARGES	14,500	14,500	14,790	15,085
Transfers to/from Internal Accounts Total	14,500	14,500	14,790	15,085
	<b>185,650</b>	<b>177,150</b>	<b>271,584</b>	<b>275,939</b>
<b>Net Total</b>	<b>(108,650)</b>	<b>(108,650)</b>	<b>(191,584)</b>	<b>(190,939)</b>

# Costing Center Summary

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Costing Center: TRANSIT OPERATIONS

**Previous Costing Center:** TRANSIT OPERATIONS

**Budget Year:** 2017

**Division:** TRANSPORTATION  
SERVICES - Transit

**Accounting Reference:** 3202

**Department:** TRANSIT / HANDI-  
TRANSIT

**Approved:** No

**Stage:** Council Review

**Manager:** Carla Richardson 729-2594

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## Description:

This cost center captures the revenues and expenses associated with providing the Fixed Route Transit Service. Operating within city limits, scheduled fixed route and charter transit services are offered 7 days per week, with reduced service on Sundays and Statutory holidays. The fixed route service operates based on a hub and spoke model with all routes meeting regularly at the downtown terminal, located off Rosser Avenue, between 7th and 9th Streets. Just south of the terminal there is a staffed information center kiosk which operates six days a week, with reduced operating hours on Saturdays.

## Comments:

Brandon Transit serves and builds community by providing an inexpensive, safe and reliable transportation option to both citizens and visitors to Brandon. Not only does Brandon Transit provide an alternative to a personal vehicle for some, it also provides a link to work, shopping, medical appointments and leisure activities for those who either choose not to drive, do not have use of a vehicle or cannot drive for a variety of reasons. A number of successful partnerships are in place utilizing this public transportation, including UPASS for both Brandon University and ACC and the Shop and Industrial Arts program within the Brandon School Division. As with other departments, the buses will begin paying a capital contribution amount to ensure that the Transit equipment reserve is adequately funded when replacement is required. Due to the provincial and federal funding remaining static and the increasing purchase price of new buses, the funds are not adequate for replacement purchases.

## Outlook:

A number of purchases are necessary in this upcoming year due to new accessibility legislation and equipment that is in disrepair and/or inadequate. Required equipment includes replacement shelters and additional garbage cans to eliminate the litter present on the ground at heavily used bus stop locations.

# Costing Center Summary

Costing Center: TRANSIT OPERATIONS

		2016 Approved Budget	2016 Year End Projection	2017 Approved Budget	2018 Proposed Budget
<b>Revenues</b>					
Conditional Government Transfers					
43644	PROVINCIAL OPERATING GRANT	1,997,805	2,046,925	2,066,026	2,075,100
Conditional Government Transfers Total		1,997,805	2,046,925	2,066,026	2,075,100
Other Income					
42365	COMMISSION REVENUES		0	0	0
Other Income Total			0	0	0
User Fees and Sales of Goods					
42332	BUS MEDIA SALES	580,000	547,000	580,000	600,000
42335	BUS PASS AGREEMENTS	78,440	87,171	82,400	87,300
42404	BUS CHARTER REVENUES	35,000	24,000	36,500	38,000
42405	BUS ADVERTISING	49,667	47,084	50,000	50,000
42406	BUS SHELTER ADVERTISING	14,000	16,521	16,128	16,128
42407	BUS BENCH ADVERTISING	63,000	68,300	73,800	76,500
42467	ROUTE REVENUE	405,000	395,000	410,000	420,000
42491	SCHOOL PATROL PASSES	10,000	10,000	10,000	10,000
User Fees and Sales of Goods Total		1,235,107	1,195,076	1,258,828	1,297,928
		<b>3,232,912</b>	<b>3,242,001</b>	<b>3,324,854</b>	<b>3,373,028</b>
<b>Expenditures</b>					
Benefits					
51100	UNIFORMS	35,000	22,000	30,000	32,000
51122	BOOT ALLOWANCE	440	495	440	475
51210	LICENSES	800	800	800	800
51259	SAFETY AWARDS		0	0	0
51285	MEDICALS	1,200	400	1,000	1,100
Benefits Total		37,440	23,695	32,240	34,375
Contract Services					
52015	CONTRACTS	57,200	66,200	70,040	72,000
52028	GENERAL INSURANCE	189	189	191	195
52029	LIABILITY INSURANCE	3,445	3,445	4,606	4,699
52069	PRINTING COSTS	27,600	25,700	26,900	27,000
52089	COMMISSION	1,500	2,850	3,390	3,500
52458	PROFESSIONAL FEES-TRANSIT	1,000	0	1,000	1,000
Contract Services Total		90,935	98,385	106,127	108,393
Equipment Purchases					
54410	EQUIPMENT PURCHASES	5,000	81,629	60,000	60,000
Equipment Purchases Total		5,000	81,629	60,000	60,000
Materials and Supplies					
54099	PARTS AND MATERIALS	29,800	21,800	28,000	29,200
54103	GASOLINE #2 (VEHICLE)	3,400	2,650	3,400	3,500
54104	DIESEL (VEHICLE)	613,625	522,661	554,000	585,000

# Costing Center Summary

## Costing Center: TRANSIT OPERATIONS

54257	WORK ORDER PARTS & MATERIALS	0	0	0
54323	INSURANCE DEDUCTIBLE	1,600	0	0
Materials and Supplies Total		646,825	548,711	585,400
Other				
51141	TRAINING & DEVELOPMENT COSTS	32,750	34,750	14,000
59003	ADVERTISING	17,500	11,000	16,500
59048	LUNCHEONS	65	0	0
59059	MEMBERSHIP	5,200	4,877	5,250
59080	INTERNAL EQUIPMENT RENTAL	1,195,100	1,195,100	1,130,400
59138	BUSINESS TRAVEL	200	0	100
59139	CONFERENCE COSTS	0	0	0
59207	CASH OVER/SHORT	15	0	0
59608	LABOUR RELATIONS-TRANSIT	2,500	0	2,500
59993	EQUIPMENT CAPITAL CONTRIBUTION	6,000	6,000	10,316
Other Total		1,259,250	1,251,807	1,179,066
Salaries and Wages				
51083	REGULAR SALARIES	2,876,912	2,950,000	3,008,244
51084	OVERTIME SALARIES	37,000	52,000	40,000
51090	SHIFT DIFFERENTIAL	14,200	17,700	16,965
51121	TRANSIT REPORTING PAY	30,000	28,000	35,594
51125	TRAVEL TIME PAY	36,115	38,615	40,549
51231	INTERNAL SALARIES	4,545	0	0
51291	REST BREAK RENUMERATION	53,650	53,650	61,127
Salaries and Wages Total		3,047,877	3,144,510	3,202,479
Transfers to/from Internal Accounts				
59997	TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total		0	0	0
Utilities				
53046	POWER	6,250	5,495	6,500
53130	TELEPHONE	7,240	7,240	6,047
53295	RADIO COSTS	12,100	10,605	13,100
Utilities Total		25,590	23,340	25,647
		5,112,917	5,172,077	5,190,959
Net Total		(1,880,005)	(1,930,076)	(1,866,105)
				(1,875,567)